**Privacy Policy**

This privacy policy applies to Bureau of Silly Ideas and its website at <http://www.bureauofsillyideas.com/>

We take your privacy seriously. This policy covers the collection, processing and other use of personal data under the Data Protection Act 1998 (“DPA”) and the General Data Protection Regulations (“GDPR”). For the purpose of data protection we are the data controller and any enquiry regarding the collection or processing of your data should be addressed to Roger Hartley at our address 18 Valentia Pl, Brixton, London SW9 8PJ info@bureauofsillyideas.com

By using the Website you consent to this policy. We will collect personal data on this Website only if it is directly provided to us by you, the user when subscribing to our newsletter and therefore has been provided by you with your consent. Normally you will only provide such details if you wish to subscribe, are making a donation to us, volunteering or fundraising for us.

We may also use analytical and statistical tools that monitor details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblogs and other communication data (but this data will not identify you personally).

Your payment information (e.g. credit card details) provided when you make a donation through our website *is not received or stored by us*. That information is processed securely and privately by the third party payment processors that we use. Bureau of Silly Ideas will not have access to that information at any time. We may share your personal data with our payment processors, but only for the purpose of completing the relevant payment transaction. Such payment processors are banned from using your personal data, except to provide these necessary payment services to us, and they are required to maintain the confidentiality of your personal data and payment information.

As part of the registration process for our monthly e-newsletter, we collect some personal information, e.g. your e-mail address, name and organisation and telephone number. We use that information for a couple of reasons: to tell you about stuff you’ve asked us to tell you about; to contact you if we need to obtain or provide additional information; and every now and then to check that you’re happy and satisfied. We don't share or trade email lists with other organisations or businesses.

We use a third-party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [MailChimp’s privacy notice](https://mailchimp.com/legal/privacy/).

You can unsubscribe to our mailings at any time by clicking the unsubscribe link on one of our email newsletters or by contacting us at info@bureauofsillyideas.com. We want to make sure that your personal information is accurate and up to date. You can ask us to correct or remove information you think is inaccurate. If you wish to exercise any of your rights, as listed below please contact us at the above email address.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) if you believe your data has been processed in a way that does not comply with [data protection](https://ico.org.uk/for-the-public/). You can do so by calling the ICO helpline on **0303 123 1113**or via their[**website**](https://ico.org.uk/concerns/)

This Privacy notice was last updated: **May 2018**