

This privacy notice tells you what to expect when you visit our website. It also describes the other kinds of data we collect (such as from volunteers, job applicants, service users etc).

Visitors to The **Doorstep Homeless Families Project** (“DHFP”) website

When someone visits www.doorsteplondon.com or www.doorsteplondon.org we use a third party service, Google Analytics, to collect standard Internet log information and details of visitor behaviour patterns. This information, which does not personally identify you, is used by us to track visitor use of the website for statistical reports. We do not, and do not allow Google to make any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

To opt out of being tracked by Google Analytics (across all websites, not just ours), visit <http://tools.google.com/dlpage/gaoptout>

Use of cookies by DHFP

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

Most web browsers allow some control of most cookies through the browser settings. However, if cookies are not enabled, some features on our website may not function properly as a result. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.aboutcookies.org or www.allaboutcookies.org.

Other websites

The DHFP website contains links to other websites. This privacy policy only applies to this website – please check the privacy policies of any other websites you visit.

WordPress

We use a third party service, WordPress.com, to publish our blog, and some of our conference microsites. These sites are hosted at WordPress.com, which is run by Automattic Inc. We use a standard WordPress service to collect anonymous information about users' activity on the site, for example the number of users viewing pages on the site, to monitor and report on the effectiveness of the site and help us improve it. WordPress requires visitors that want to post a comment to enter a name and email address. For more information about how WordPress processes data, please see Automattic's privacy notice.

Job/volunteer applicants, current and former DHFP employees/volunteers

When individuals apply to work or volunteer at DHFP, we will only use the information they supply to us to process their application. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a 'disclosure' from the Criminal Records Bureau we will not do so without informing them beforehand unless the disclosure is required by law.

Personal information about unsuccessful candidates will be held for 12 months after the recruitment exercise has been completed, after which time it will be destroyed or deleted.

Once a person has taken up employment or volunteering with DHFP, we will compile a file relating to their employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment with DHFP

has ended, we will retain the file in accordance with the requirements of our retention schedule and then delete it.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. If you would like a copy of some or all of your personal information, please email or write to us at the address at the bottom of this notice.

Complaints or queries

DHFP tries to meet the highest standards when collecting and using personal information. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of DHFP's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent using the contact details at the bottom of this notice.

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 1 March 2018.

How to contact us

Email: Vicky@doorsteplondon.com

Write to us at: Doorstep Homeless Families Project
13a Broadhurst Gardens
London, NW6 3QX

