

Privacy Policy

Who are we?

The Usual Place is a not-for-profit social enterprise located on Academy Street, Dumfries, DG1 1BZ. We operate as a training café for young people with additional support needs.

Our website address is: <http://theusualplace.org>

What personal data we collect and why we collect it

The following document is designed to outline the types of information we might collect, the reasons why they have been collected and the means by which we will destroy information after need for said information has expired.

This document has been designed following General Data Protection Regulation (GDPR) and any other governmental regulations and guidelines.

Comments

When visitors leave comments on the site, we collect the data shown in the comments form. We also collect the visitor's IP address and browser user agent string to help spam detection.

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Contact forms

Contact forms include room booking, table booking and quick question/enquiry forms. This information will be relayed to The Usual Place's administration team so that your request can be dealt with.

Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

Analytics

Analytics may be collected in order to provide the best experience for you, our customers. These will be collected anonymously and in line with data protection regulations.

Any collected analytics will be deleted electronically, and any paper records will be shredded after 12 months.

Who we share your data with

Your data will not be shared with any third parties. However, your data may be shared with The Usual Place's administration department when necessary to ensure that your room and table bookings can be confirmed and any questions or queries can be dealt with appropriately.

How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Where we send your data

Visitor comments may be checked through an automated spam detection service. Any contact forms such as room bookings, table bookings and question/query forms may be passed on to relevant administration staff at The Usual Place to process your queries and requests.

Your contact information

Your contact information may be checked through an automated spam detection service. They may also be passed on to relevant administration staff at The Usual Place to process any queries and requests.

Additional information

If you require any additional information on the collection and protection of your data, please get in touch by emailing admin@theusualplace.org or by calling us on 01387 253485.

How we protect your data

Any data that is stored electronically will be stored on password-protected devices and will not leave The Usual Place's premises. Any data held as paper-based copies are stored

appropriately in locked filing cabinets within a secure office. Paper copies will be shredded after use.

What data breach procedures we have in place

In the unlikely event of a data breach, you will be informed immediately and will be advised of which data may have been compromised and how the risk to yourself can be minimised, such as changing any compromised passwords.

What third parties we receive data from

Any information provided on the website may be shared with relevant departments within The Usual Place and Inspired Community Enterprise Trust.

Data may also be received and shared with The Usual Place's board of directors where appropriate.

What automated decision making and/or profiling we do with user data

If at any time we have obtained an individual's data indirectly, we will send individuals a link to our privacy statement and will provide details on how they might object to profiling, including profiling for marketing purposes.

We only collect the minimum data required and have additional checks in place to protect any vulnerable groups, including children.

Industry regulatory disclosure requirements

As a social enterprise, any data collected may be shared with The Usual Place's board of directors.

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