**Lilac MHOS Privacy Policy**

### Date of last revision: 25/05/18

### Privacy

### Lilac Mutual Home Ownership Society **takes the issue of your privacy seriously.**If you have any questions concerning our privacy policy that are not addressed here, please contact as below:

### By post:

Board of Directors

The Common House

Lilac Grove

Victoria Park Avenue

Leeds

LS5 3AG

### By email

info<@>lilac.coop

### Information collection and use

**Lilac MHOS c**ollects information you provide such as name, contact details and email address for which you gave your consent when you signed up to receive emails from us via our Friends form, or when you booked onto an event at Lilac such as one of our Learning Days.

If you signed up to receive emails from us via our Friends form then we will use your contact details so that we can email you with news of social events, tours, workshops and vacancies which may arise at Lilac. If you have provided us with your contact details via registering for a Learning Day then we will contact you in case of any changes to dates or times of Learning Days and to tell you about other events coming up.

The Lilac MHOS website also collects information about your use of our website including IP address, how much time you spend on the site and what you like to view, from both registered users and general visitors to the site. This data is used solely to manage the website, track usage and improve our website services. This information does not identify the user personally and may be shared with third-parties to provide more relevant services, for example with google analytics.

We keep your data until you inform us that you no longer wish to receive news from us. You can tell us by email or post if you no longer want to be on our mailing list and we will delete all your details from our records.

### Email opt in/opt out

We may use your email address to send periodic email newsletters regarding our socials, workshops, tours and other events. However, we will only do so if you have given us your permission. If you change your mind at a later date please email info<@>lilac.coop to unsubscribe.

### Correcting, updating or removing personal information

Anybody attending events at Lilac MHOS may modify or remove any of their personal information at any time by contacting us using the contact details shown above and on the ‘Contact Us’ page of this site. You can also request that we give you a copy of the data we hold on you in a machine-readable format.

### Sharing and disclosure of information we collect

**We will never sell or trade your personal data or disclose your personal information to any third party unless we believe that disclosure is necessary**:

1. To conform to legal requirements
2. To protect our rights
3. To protect the safety of members of the public or those living at Lilac
4. The server that hosts this website is situation in the United States, so your data may be transferred outside the EEA. We are satisfied however that the US however provides appropriate safeguards which include the EU-US Privacy-Shield framework

### Lilac MHSO websiteuses cookies to store visitors' preferences and to record session information, to customise newsletter, advertising, and web page content based on browser type and user profile information. We do not link the information we store in cookies to any personally identifiable to notify you when a cookie is set. Each browser is different, so check the "Help" menu of your browser to learn how to change your cookie preferences.

### END