



Halton Mill, Mill Lane, Halton, Lancaster, LA2 6ND

e: greenelephantcoop@gmail.com t: 07778 737681 / 07946 488959 / 07582 789406

Privacy Policy and Privacy Notice

Privacy Notice

Halton Mill is a low carbon work and events space run by Green Elephant Cooperative. We rent out offices, workshops and studios, and provide venues for events, courses and other activities.

We collect contact details from people for a variety of reasons:

- for communication with those who rent space from us and with contractors
- to provide practical information for those using Halton Mill day to day and other visitors
- to help build the Halton Mill working community
- to send out news of what is happening at Halton Mill to people who have requested it

We do not provide your contact details to anyone else, except for the purposes stated above, for instance if people had signed up for a course we would provide contact details to the course tutor.

Please give us your email address if you would like to be added to either of our two mailing lists

Email:.....

- I would like to receive news of events, activities and developments at Halton Mill
- I would like to receive practical information about day to day happenings and for regular users (e.g.: social events, what's on, work happening)

Privacy policy

This privacy policy explains how we use any personal information we collect about you

Why do we collect information?

We collect information about you if you are a tenant or user of Halton Mill, or a contractor who provides services to us. We also collect information when you voluntarily complete surveys, provide feedback and participate in competitions.

What information do we collect, and how do we use it?

- If you are a tenant or sub tenant, or provide services to Halton Mill, we keep the information about you and your business which we need to fulfil our contractual relationship. We provide you, via email, with practical information for day to day users of the Mill.
- If you book a room, event or course with us, we collect the information about you that we need to process your booking. We may also contact you about similar events or courses which we think will be of interest to you.
- If you are a user of our partner organisations (Halton Hive Coworking Space; Lunelab Maker-space; the River Room; the Rainbow Room; You Can Flourish) we may collect information about you to enable us to provide a better service to you and our partners, and so we can provide practical information for regular users of the Mill.

Marketing

We would like to send you information about what is happening at Halton Mill, including events, courses and activities, and Mill developments. If you have consented to receive our regular email newsletter, you may opt out at any time by clicking the unsubscribe link on the newsletter or by emailing greenelephantcoop@gmail.com. We will not share your information with other organisations.

Access to your information and corrections

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us by email or post at the addresses below. 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.

The Halton Mill website and cookies

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.

For further information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. Our website contains links to other websites. This privacy policy only applies to the Halton Mill website so when you link to other websites you should read their own privacy policies.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 25 July 2016.

How to contact us

Please contact us if you have any questions about our privacy policy or the information we hold about you:

by email on greenelephantcoop@gmail.com

by post at Halton Mill, Mill Lane, Halton, Lancaster, LA2 6ND