Privacy Policy Luperpedia Foundation

The Luperpedia Foundation’s Privacy Policy
Your privacy is important to us. We gather certain types of information from users, and we would like to explain the types of information we gather, what we do with them, and how to correct or change the information.

Information collected by Luperpedia Foundation

Personal data or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- Identity Data includes first name, last name, organisation, job title
- Contact Data includes email address and telephone numbers, where appropriate.
- Financial Data includes bank account and payment card details, of artists, clients, and service suppliers we work with.
- Transaction Data includes details about payments to and from you and other details of services provided or purchased.
- Usage Data includes information about how you use our website.
- Marketing and Communications Data includes statistics about the number of visitors to pages, as well as the online interactions including website visits, viewing videos and social media interactions. No identity data is included in this set, thus individuals cannot be identified.

We also collect and use Aggregated Data such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website page. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

How is your personal data collected?

We use different methods to collect data from and about you including through direct interactions. You may give us your identity or contact data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you apply for job opportunities or services; subscribe to our newsletters; give us some feedback.
How we use personal data
We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Generally we rely on consent as a legal basis for processing your personal data via direct communications to you via email. You have the right to withdraw consent to receiving newsletters at any time by contacting us. Information we collect about you will be deleted within 30 days of receiving your unsubscribe notice.

Purposes for which we will use your personal data
We may process your personal data for more than one lawful basis depending on the specific purpose for which we are using your data. We have to perform official tasks. Our principals are:

- to ensure lawful, fair and transparent operation of the Foundation;
- to collect data only for specified, explicit and legitimate purposes in the public interest;
- to use data in actions that are adequate, relevant and limited to what is necessary;
- to store data for longer periods for archiving purposes in the public interest;
- to erase and rectify records of data that do not comply with this policy without delay.

Change of purpose
We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to receive further explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.
If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis that allows us to do so.
Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Information Security at Luperpedia Foundation
Luperpedia Foundation employees understand the need for user privacy and access to user data is strictly limited and can only be accessed by specific individuals. We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.
Data retention
How long will you use my personal data for?
By law we have to keep basic information about our users (including contact, identity, and where appropriate financial and transaction Data) for seven years. In some circumstances you can ask us to delete your data: see Request erasure below for further information.
In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

Your legal rights
Under certain circumstances, you have rights under data protection laws in relation to your personal data. You have the right to:

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain services to you. We will advise you if this is the case at the time you withdraw your consent. If you wish to exercise any of the rights set out above, please contact us.

What we may need from you
We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

Children and Privacy
The Luperpedia Foundation encourages parents and guardians to be fully familiar with the sites visited by their children.
Use of Cookies
Luperpedia Foundation uses cookies the website. The Luperpedia Foundation cookie is a small data file stored on your computer. Cookies can neither read any other files on your computer, nor damage your computer. Most browsers are initially set to accept cookies. If you’d prefer, you can set your browser to refuse cookies or to alert you when cookies are being sent. You can reject this cookie file.

Mailing List Information
From time to time, we will send a newsletter by Mailchimp. This process is carefully controlled. and it is our hope that you may find information from these groups interesting and helpful.

Links to Other Sites
It is important to note that Luperpedia Foundation contains links to sites other than Luperpedia Foundation and that those sites may not follow the same privacy policies as Luperpedia Foundation.

Changes to the Privacy Policy
The Luperpedia Foundation reserves the right to change the policy on use of information collected. Any changes in policy will be noted in a revised privacy policy statement and will be posted at least 30 days prior to implementation. You may direct any privacy policy questions to info@luperpediafoundation.com

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