
Privacy Policy for Retro Reset Ltd

Effective date: 4/6/2025

Retro Reset Ltd ("we", "us", or "our") is committed to protecting your personal data and respecting your privacy. This policy outlines how we collect, use, and protect your information when you engage with us—whether through our website, at workshops, or on social media.

1. Who We Are

Retro Reset Ltd is a non-profit organisation and registered company limited by guarantee in the UK. We deliver mobile computer museum experiences and educational workshops to young people at schools, colleges, and youth clubs.

Contact Details:

- Email: admin@retroreset.org
- Address: Sapperton View, Maynards Green, East Sussex, TN21 0DG
- Company Number: 16321625

2. What Information We Collect

We may collect the following types of personal information:

a) When you contact us (via website forms, email, phone):

- Name
- Email address
- Phone number
- Organisation or school name
- Details of your enquiry

b) When you attend our workshops:

- Attendance records (for safeguarding and insurance purposes)
- Photos or videos (with consent only)

c) When you engage with us online:

- Comments, likes, messages, or shares on our **Facebook**, **Instagram**, or **Bluesky** pages
- IP address, browser type, and browsing data (via cookies on our WordPress website)

We do **not** knowingly collect data from children directly via our website or social media.

3. How We Use Your Information

We process your personal data for the following purposes:

- To respond to enquiries and workshop bookings
 - To deliver and evaluate educational activities
 - To promote our charity's work (with consent for images and testimonials)
 - To comply with legal and safeguarding obligations
 - To maintain our website and improve user experience
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4. Legal Bases for Processing

We process your data under the following lawful bases:

- **Consent** – when you have given clear permission (e.g. for photos)
 - **Contract** – when processing is necessary to fulfil a booking
 - **Legal obligation** – e.g., safeguarding or insurance requirements
 - **Legitimate interest** – e.g., promoting our work or improving services
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5. Sharing Your Data

We do **not** sell or rent your personal information. We may share data with trusted third parties, only where necessary:

- IT service providers (e.g., website hosting)
- Social media platforms, where you interact with our content
- Schools or youth organisations (for safeguarding and coordination)
- Regulatory bodies, where required by law

All third parties are required to respect the security of your data.

6. Data Retention

We keep personal data only as long as necessary:

- Enquiries and booking data – up to 2 years
- Photos/videos – until consent is withdrawn or no longer relevant

- Workshop records – in line with safeguarding and insurance policies (typically 7 years)

You can request deletion of your data at any time (see Section 8).

7. Cookies and Website Analytics

Our WordPress website may use cookies to:

- Analyse visitor behaviour
- Improve functionality and security

You can manage cookies through your browser settings. For more details, see our [Cookie Policy] (link if available).

8. Your Data Rights

Under the UK GDPR, you have the right to:

- Access your personal data
- Request correction or deletion
- Object to or restrict processing
- Withdraw consent at any time
- Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise your rights, please contact us at [Insert Contact Email].

9. Social Media

We use Facebook, Instagram, and Bluesky to promote our work. Please note:

- These platforms have their own privacy policies.
 - If you interact with us (e.g., comments, messages), your data may be visible to others or processed by the platform provider.
 - We will never share sensitive personal data via social media messages.
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10. Updates to This Policy

We may update this privacy policy from time to time. The latest version will always be posted on our website with the effective date at the top.

Contact Us

If you have any questions about this policy or how we handle your data, please contact us:

 admin@retroreset.org

 Sapperton View, Maynards Green, East Sussex, TN21 0DG
