



# COOKIE POLICY

CONNECT  GROW  THRIVE



## TRANSPARENT AND CLEAR

Explaining how and why we use cookies on our website.



## PEOPLE AT THE HEART

Respecting your privacy and giving you control over your data.



## A SAFER ONLINE EXPERIENCE

Using cookies responsibly to improve our website and support our community.

## **Inspire Community Hub CIC**

### **Cookie Policy**

Version: 1.1

Organisation: **Inspire Community Hub CIC**

Approved by: **Director**

Date Approved: April 2026

Review Date: April 2027

### **Introduction**

Inspire Community Hub CIC is committed to protecting the privacy of individuals who visit and use our website.

We believe that everyone should understand how their information is collected and used when accessing our online services.

This Cookie Policy explains what cookies are, how they may be used on our website, the different types of cookies and how visitors can manage their preferences.

Our website provides information about our community sessions, activities, events, volunteering opportunities and online booking services.

We aim to ensure that our use of cookies is transparent, responsible and consistent with applicable UK data protection legislation.

This Cookie Policy should be read alongside our Privacy & Data Protection Policy.

### **What Are Cookies?**

Cookies are small text files that websites place on a visitor's computer, smartphone, tablet or other device.

They help websites remember information about a visitor's preferences, activities or interactions.

Cookies may be used to support website functionality, improve navigation, remember preferences and provide information about how a website is used.

Some cookies are necessary for a website to operate correctly, while others support additional features or help website operators understand how visitors interact with their services.

Cookies do not normally contain information such as a person's name or address. However, information collected through cookies may constitute personal data where it can identify or be linked to an individual.

## **Why We Use Cookies**

Inspire Community Hub CIC may use cookies and similar technologies to support the operation and improvement of our website.

These technologies may help us to:

- Ensure the website functions correctly.
- Support the operation of online booking forms.
- Maintain website security.
- Remember certain website preferences.
- Improve website performance and usability.
- Understand how visitors interact with our website, where analytics tools are enabled.
- Support embedded content or third-party website features.

We aim to use cookies only where there is a legitimate operational purpose and an appropriate legal basis.

We do not intend to use cookies to collect unnecessary personal information.

## **Types of Cookies**

Cookies generally fall into several categories depending on their purpose.

### **Strictly Necessary Cookies**

Strictly necessary cookies support essential website functions.

These may include cookies used for:

- Website security.
- Maintaining essential website functionality.
- Supporting booking processes.
- Managing website sessions.
- Remembering privacy or cookie preferences.

These cookies may be placed without consent where they are genuinely necessary to provide a service requested by the visitor or to enable essential website functions.

Where applicable, we will explain their purpose.

## **Functional Cookies**

Functional cookies help websites remember visitor preferences and provide additional features.

These may include remembering settings or supporting optional website functions.

Where functional cookies are not strictly necessary, we will seek consent before placing or accessing them.

Visitors may choose not to accept optional functional cookies.

Some website features may operate differently if these cookies are disabled.

## **Analytics and Performance Cookies**

Analytics cookies help website operators understand how visitors use their websites.

They may collect information such as:

- Pages visited.
- Time spent on pages.
- General website navigation patterns.
- Device or browser information.
- Technical errors or performance issues.

This information can help identify opportunities to improve website usability and performance.

Where analytics cookies or similar technologies require consent, they will only be used after the visitor has provided valid consent.

Visitors should be able to decline these cookies without being prevented from accessing essential website services.

## **Marketing and Advertising Cookies**

Marketing cookies may be used to track browsing activity or support targeted advertising.

Inspire Community Hub CIC does not intend to use its website for behavioural advertising or unnecessary tracking of visitors.

If marketing or advertising cookies are introduced in the future, this Cookie Policy will be updated and any required consent arrangements will be implemented before those cookies are used.

## **First-Party and Third-Party Cookies**

Cookies may be classified according to who places them on a visitor's device.

**First-party cookies** are set by the website being visited.

These may support essential website functions, security and visitor preferences.

**Third-party cookies** are set by services operated by organisations other than the website owner.

Third-party cookies may be associated with features such as:

- Embedded videos.
- Social media content.
- Online forms.
- External booking or payment services.
- Website analytics.
- Other integrated services.

Some third-party providers may process information according to their own privacy and cookie policies.

Inspire Community Hub CIC aims to review the use of third-party services and provide appropriate information about cookies they may place.

Where consent is required, relevant third-party technologies should not be activated before valid consent has been obtained.

### **Cookies and Our Online Booking System**

Our website provides an online booking facility for individuals wishing to attend Inspire Community Hub CIC sessions and activities.

Cookies or similar technologies may be used to support the technical operation of the booking system.

These may help maintain a booking session, support website security or ensure that forms function correctly.

We aim to ensure that only cookies genuinely necessary for providing the requested booking service are treated as strictly necessary.

Any optional analytics, marketing or other non-essential cookies associated with the booking system will be subject to applicable consent requirements.

Information submitted through booking forms is handled in accordance with our Privacy & Data Protection Policy.

## **Cookies and Embedded Content**

Our website may contain content provided by external services.

Examples may include videos, social media features or other embedded material.

Some external services may use cookies or similar technologies when their content is accessed.

Where these technologies are not strictly necessary, appropriate consent should be obtained before they are activated.

Visitors should be aware that external providers may have their own privacy policies and cookie practices.

We encourage visitors to review the relevant provider's information when using external services.

## **Cookie Consent**

Inspire Community Hub CIC recognises that visitors should have appropriate control over the use of non-essential cookies.

Under applicable UK privacy legislation, consent is generally required before non-essential cookies or similar technologies are placed on or accessed from a visitor's device.

Where consent is required, we aim to ensure that visitors receive clear information about the relevant technologies and their purposes.

Consent must be freely given, specific, informed and expressed through a clear affirmative action.

Where non-essential cookies are used, our website provides an appropriate mechanism for visitors to:

- Accept optional cookies.
- Reject optional cookies.
- Make informed choices about cookie categories.
- Change or withdraw consent.

Rejecting non-essential cookies should not prevent visitors from accessing essential information or services.

## **Managing and Disabling Cookies**

Visitors can manage cookies through their internet browser settings.

Most browsers allow users to:

- View stored cookies.
- Delete existing cookies.
- Block certain cookies.
- Restrict cookies from particular websites.
- Adjust privacy and tracking preferences.

The steps for managing cookies vary depending on the browser and device being used.

Visitors should be aware that disabling strictly necessary cookies may affect the functionality of certain website features, including online forms or booking services.

Deleting cookies may also remove previously saved website preferences.

Browser controls do not necessarily replace the need for a website to obtain consent before using non-essential cookies.

### **Withdrawing Cookie Consent**

Where visitors have consented to optional cookies, they have the right to withdraw that consent.

Withdrawing consent should be as straightforward as giving it.

Where non-essential cookies are used, Inspire Community Hub CIC will provide a way for visitors to review or change their cookie preferences.

Visitors may also delete stored cookies through their browser settings.

Withdrawing consent does not affect the lawfulness of processing that took place before consent was withdrawn.

### **Personal Data and Privacy**

Some cookies and similar technologies may collect information that constitutes personal data under UK data protection legislation.

Where personal data is collected, Inspire Community Hub CIC will aim to ensure that it is processed lawfully, fairly and transparently.

Relevant legislation includes:

- The UK General Data Protection Regulation (UK GDPR).
- The Data Protection Act 2018.
- The Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR), as amended.

Information collected through cookies will be handled in accordance with applicable legal requirements and our Privacy & Data Protection Policy.

We will consider appropriate security measures and retention periods for any personal data collected through these technologies.

### **Cookie Retention**

Cookies may remain on a visitor's device for different periods depending on their purpose.

**Session cookies** are generally temporary and are normally deleted when the browser session ends.

**Persistent cookies** remain on a device for a specified period or until they are deleted.

The duration of individual cookies depends on their function and the service that places them.

Inspire Community Hub CIC aims to ensure that cookie retention periods are appropriate and proportionate.

A list of cookies, their purposes, providers and durations should be made available once the website's cookie usage has been verified.

### **Children's Privacy**

Inspire Community Hub CIC primarily provides community activities for adults aged 18 and over.

However, children may occasionally attend appropriate events or activities accompanied by a parent or responsible adult.

We recognise the importance of protecting children's personal information.

Our website is not intended to use cookies for behavioural advertising directed at children.

Where personal information relating to children is processed, appropriate safeguards will be considered in accordance with applicable data protection legislation.

### **Website Security**

Inspire Community Hub CIC aims to maintain a secure website environment.

Certain cookies or similar technologies may be used to support security functions, including protecting website sessions and reducing the risk of unauthorised access.

We aim to ensure that security-related technologies are used appropriately and do not collect unnecessary information.

Website security measures will be reviewed as part of our wider approach to data protection and information security.

## **Third-Party Service Providers**

Our website may use external service providers to support hosting, website management, booking functionality, payment processing or embedded content.

These providers may use cookies or similar technologies in connection with their services.

Where relevant, Inspire Community Hub CIC will consider the privacy and cookie practices of service providers and whether appropriate contractual or technical safeguards are required.

We will seek to ensure that third-party services are used consistently with applicable data protection requirements.

## **Changes to This Cookie Policy**

Inspire Community Hub CIC may update this Cookie Policy to reflect:

- Changes to website functionality.
- The introduction or removal of cookies.
- Changes to third-party services.
- Updates to data protection legislation.
- Improvements to our privacy and consent arrangements.
- Changes to organisational procedures.

Where significant changes are made, the updated policy will be published on our website.

We encourage visitors to review this document periodically.

## **Contact Us**

If you have questions about this Cookie Policy, the use of cookies on our website or how your personal information is handled, please contact:

### **Inspire Community Hub CIC**

Bicester, Oxfordshire

**Email:** [info@inspirecommunityhub.org](mailto:info@inspirecommunityhub.org)

**Website:** [inspirecommunityhub.org](http://inspirecommunityhub.org)

We will aim to respond to enquiries within a reasonable timeframe.

Individuals wishing to raise concerns about the processing of personal data may also contact the UK Information Commissioner's Office (ICO).

## **Policy Review**

This Cookie Policy will be reviewed annually or sooner where significant changes occur to our website, cookie usage, third-party services or applicable legislation.

The Director is responsible for overseeing the review and ensuring that the policy remains accurate and appropriate.

Inspire Community Hub CIC is committed to maintaining transparent and responsible website practices that respect the privacy and choices of visitors.

## **Policy Approval and Authorisation**

This Cookie Policy has been reviewed and approved by the Director of Inspire Community Hub CIC.

**Approved by:** Kanval Fatima

**Position:** Director

**Date Approved:** 8<sup>th</sup> April 2026

**Next Review Date:** April 2027

**Signature:**

A handwritten signature in black ink, appearing to read 'K. Fatima', written in a cursive style.