

Novar Network CIC

Privacy Policy

Last updated: 30 August 2026

Novar Network CIC (“Novar”, “we”, “us” or “our”) respects your privacy and is committed to handling personal information responsibly and transparently.

This Privacy Policy explains how we collect, use, store and protect personal information when you visit our website, contact us, participate in our activities, join our network, volunteer with us, or otherwise interact with Novar.

Novar is an independent, non-profit public diplomacy network dedicated to creating spaces where people can gather, discuss and engage with issues shaping their lives through open dialogue and public diplomacy.

Organisation: Novar Network CIC

Company number: 16803335

Registered office: Birmingham, United Kingdom

Email: info@novarnetwork.org

Website: www.novarnetwork.org

1. What personal information we may collect

Depending on how you interact with Novar, we may collect some or all of the following information:

Information you provide to us

This may include:

- Your name
- Email address
- Telephone number
- Country or general location
- Your organisation, institution or professional affiliation, where relevant
- Information you provide when contacting us
- Information provided when joining the Novar network
- Information provided when registering for or participating in Novar events
- Information provided when applying for volunteer, associate or other opportunities
- Information you voluntarily provide about your interests, experience or areas of expertise
- Any other information you choose to provide to us

We only ask for information that is relevant to the particular activity or purpose for which it is collected.

Information collected when you use our website

When you visit our website, certain technical information may be collected automatically by our website provider or by services operating on the website. This may include information such as:

- Your IP address
- Browser and device information
- Pages visited
- Date and time of visits
- General information about how the website is used

The exact information collected may depend on the technical services, cookies and features currently used on our website.

2. How we use your information

We may use personal information for purposes including:

- Responding to enquiries and communications
- Managing participation in Novar activities and events
- Managing membership or participation in the Novar network
- Communicating with volunteers, associates, partners and participants
- Organising and administering events, gatherings and other activities
- Assessing applications for opportunities within Novar
- Developing and improving our programmes and activities
- Communicating information about Novar's work and activities
- Building and maintaining relationships with partners and stakeholders
- Understanding participation and engagement with our activities
- Maintaining appropriate organisational and financial records
- Protecting the security and integrity of our organisation and website
- Meeting legal or regulatory obligations where applicable

We will not use your personal information for purposes that are incompatible with the reason for which it was originally collected unless we have an appropriate legal basis to do so.

3. Our legal basis for using personal information

Under UK data protection law, we need a lawful basis for processing personal information.

Depending on the circumstances, Novar may rely on one or more of the following lawful bases:

Consent

Where appropriate, we may ask for your consent before using your information for a particular purpose.

For example, this may apply where you choose to receive certain communications from us.

Where we rely on consent, you can withdraw that consent at any time.

Legitimate interests

We may process information where this is reasonably necessary for Novar's legitimate organisational interests and those interests are not overridden by your rights and interests.

This may include communicating with people who have contacted or engaged with Novar, organising our activities, developing partnerships and maintaining our network.

Contract or steps before entering into a contract

Where necessary, we may process information to take steps at your request before entering into an agreement or to fulfil an agreement with you.

Legal obligation

We may process information where necessary to comply with a legal or regulatory obligation.

The lawful basis we use will depend on the particular activity and the circumstances in which your information is collected.

4. Information about other people

If you provide Novar with personal information about another person, for example a colleague, speaker, participant or contact, you should make sure that you have an appropriate reason or permission to provide that information to us.

Where required, we will provide the relevant privacy information to that person.

5. Sharing your information

We do not sell personal information.

We may share personal information where this is necessary for the purposes described in this Privacy Policy.

This may include sharing information with:

- Service providers that help us operate our website or digital systems
- Event or registration platforms

- Communication and email service providers
- Cloud storage or document management providers
- Professional advisers where necessary
- Funding or programme partners where appropriate and lawful
- Public authorities or other organisations where we are legally required to do so

Where we use another organisation to process personal information on our behalf, we expect appropriate safeguards to be in place.

We will only share information that is relevant and necessary for the particular purpose.

6. International transfers

Some of the technology and service providers used by Novar or our website provider may process information outside the United Kingdom.

Where personal information is transferred outside the UK, we will take appropriate steps to ensure that the transfer is carried out in accordance with applicable data protection requirements.

Because the services used by Novar may change as the organisation develops, the specific location of processing may also change.

7. How long we keep your information

We do not keep personal information indefinitely.

We retain information for as long as it is reasonably necessary for the purpose for which it was collected, taking into account factors such as:

- The nature of the information
- Why we collected it
- Whether we have an ongoing relationship with you
- Whether we need it for organisational, legal or financial records
- Whether we need it to deal with a complaint or dispute

When information is no longer required, we will take reasonable steps to securely delete or dispose of it.

We will review our retention practices as Novar's activities and systems develop.

8. Keeping your information secure

We take reasonable technical and organisational measures to protect personal information from:

- Unauthorised access
- Loss
- Misuse
- Unauthorised alteration
- Unauthorised disclosure

Access to personal information will be limited to people who need it for legitimate Novar activities or responsibilities.

However, no method of storing or transmitting information over the internet can be guaranteed to be completely secure.

9. Your data protection rights

Depending on the circumstances, you may have rights under UK data protection law, including the right to:

- Ask for a copy of the personal information we hold about you
- Ask us to correct inaccurate or incomplete information
- Ask us to delete your personal information in certain circumstances
- Ask us to restrict how we use your information in certain circumstances
- Object to certain types of processing
- Request that your information is transferred to another organisation in certain circumstances
- Withdraw consent where we rely on consent as our lawful basis

These rights are subject to certain legal conditions and exemptions.

If you would like to exercise one of these rights, please contact us using the details below.

10. Communications from Novar

Where we send you information about Novar's activities, events, opportunities or other communications, we will do so in accordance with applicable data protection and electronic communications requirements.

Where your consent is required, we will ask for it.

If you no longer wish to receive particular communications from us, you can contact us and ask to be removed from the relevant mailing or communication list.

11. Children and young people

Novar's work may involve young people and participants from different backgrounds.

Where we knowingly collect personal information from children or young people, we will take appropriate steps to ensure that privacy information is presented in a way that is understandable and appropriate to their age and circumstances.

Where parental or guardian involvement or consent is required for a particular activity, we will communicate this separately.

12. Photographs, recordings and public content

Novar may document some of its activities through photographs, video, audio recordings, written contributions or other forms of content.

Where identifiable individuals are to be photographed, recorded or publicly featured, we will seek appropriate permission or rely on another lawful basis where applicable.

We will provide additional information where a particular event or activity involves photography, filming, recording or publication.

If you have concerns about an image, recording or other content involving you, please contact us.

13. Cookies and similar technologies

Our website may use cookies and similar technologies provided by our website host or other services integrated into the website.

Some cookies may be necessary for the website to function properly. Other cookies, such as certain analytics or tracking technologies, may require your consent depending on how they are used.

We aim to provide clear information about cookies and similar technologies used on the Novar website.

Important: This section will be reviewed and updated to reflect the specific cookies and services currently operating on our website.

14. Third-party websites

Our website may contain links to websites or services operated by other organisations.

This Privacy Policy applies only to Novar's own activities and website.

We are not responsible for the privacy practices, content or security of external websites. We recommend reviewing the privacy information of any third-party website before providing personal information to it.

15. Changes to this Privacy Policy

As Novar develops, our activities, systems and use of technology may change.

We may therefore update this Privacy Policy from time to time.

The latest version will be made available through the Novar website, and the "Last updated" date at the beginning of this document will be changed when significant updates are made.

We encourage you to review this Privacy Policy periodically.

16. Contacting Novar about privacy

If you have a question about this Privacy Policy, how we use your information, or how to exercise your data protection rights, please contact us:

Novar Network CIC

Birmingham, United Kingdom

Email: info@novarnetwork.org

Website: www.novarnetwork.org

Please use the subject line "**Privacy Enquiry**" where possible.

We will respond to privacy enquiries within the applicable legal timeframe.

17. Making a complaint

We would appreciate the opportunity to address any concerns you have about how we handle your personal information.

If you are unhappy with our response or believe that we are not handling your information appropriately, you have the right to complain to the UK's data protection regulator, the **Information Commissioner's Office (ICO)**.

Information about making a complaint is available through the ICO's website:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
United Kingdom

Website: ico.org.uk

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