



### **Privacy Statement**

We take the privacy of our members very seriously. Please read the following policy to understand how we will treat your personal information when you use our site. Any changes to this policy will be posted on our website.

### **How we Collect your Information**

We do not collect personal information about you unless you voluntarily provide it to us and we collect, process and use personal information only for performing the relevant service selected by you. That information will be gathered when you come onto our site to request to become a member via our online form.

### **The Information we Collect**

The personal information that may be gathered includes your name, telephone number, age and e-mail address. You may also be asked for further information about yourself such as your street address, and what specifically you may be interested in getting involved with.

### **What we do with your information**

We use your personal information to provide you with a personalised service. We will use your information to provide you with e-mail updates. If you wish to be removed from this service please e-mail us at [secretary@friendsofbournewoods.org.uk](mailto:secretary@friendsofbournewoods.org.uk) with your full name and e-mail address and we will remove you from the mailing list. We will confirm your removal from the mailing list by e-mailing you. We may also use your information for internal administration and analysis.

### **Sharing Information**

We will use best efforts to not transfer information that personally identifies you to anyone else without your knowledge and approval at the time it is collected from you. We will release personally identifiable information if compelled by law. We do not sell, rent or trade your personal information to third parties.

### **Updating or Deleting your Data**

The information we hold about you will be accurate and up to date. You can check the information that we hold about you by e-mailing us at [secretary@friendsofbournewoods.org.uk](mailto:secretary@friendsofbournewoods.org.uk). If you find any inaccuracies, we will assist you to review, to delete or to correct or update your personal information that you have previously provided. If at any time you believe that we have not adhered to our policy with respect to protecting your privacy, or if you have questions regarding the collecting and/or use of your personal information or regarding our privacy policy, please contact us. We will use all commercially reasonable efforts to promptly address your concern.

### **Web Site Logging**

If you visit our website to browse, read, or download information, we collect and store some "visitor information" from you, such as the name of the domain and host from which you access the Internet, the Internet Protocol (IP) address of the computer you are using, the date and time you access our website, and the Internet address of the website from which you linked directly to our website. We use this information to measure the traffic on our website and to help us make our website more useful. This information is periodically deleted.

### **Data Protection**

In the UK we operate in accordance with the Data Protection Act 1998 and will only use the information that we collect about you lawfully.

### **Consent**

By disclosing your personal information to us using this website, e-mail or over the telephone, you consent to the collection, storage and processing of your personal information by us in the manner set out in this privacy policy.

If you still have any concerns about our privacy policy, would like to request a copy of your personal data, change or delete your personal data or opt-out from receiving any future information from us, please contact us at [secretary@friendsofbournewoods.org.uk](mailto:secretary@friendsofbournewoods.org.uk).