

## **PRIVACY POLICY**

Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we collect, use, communicate and disclose and make use of personal information. The following outlines our privacy policy.

- Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.
- We will collect and use of personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law.
- We will only retain personal information as long as necessary for the fulfilment of those purposes.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- We will make readily available to customers information about our policies and practices relating to the management of personal information.

We are committed to conducting our business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained.

### **What information is collected when you submit a form via this website?**

- Name
- Contact Number
- Email Address
- Home Address (if you apply to join the Friends)

### **What do we do with the information collected from you?**

We use the data you submit to us for correspondence with you regarding your query or request. Your data will be securely stored and deleted from the server after 30 days. Your data will not be shared with any other person or organisation without your prior consent.

If you apply to join the Friends, your name, home address and contact details will be added to our membership database. We will use this information to communicate with you about your Friends membership, upcoming events, and other Friends-related business. We are happy to remove you from our database at any time – please get in touch via the Contact Us page.

If you have any questions about our Privacy Policy please get in touch via the Contact Us page.

## **TERMS OF USE**

Updated: 13/05/2019

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General Terms and Conditions applicable to Use of a Web Site.