

PRIVACY POLICY- FRIENDS OF SMITHILLS HALL

This Privacy Policy sets out how FOSH (Friends of Smithills Hall) uses and protects any information that you may give us.

FOSH is committed to ensure that your information and privacy are protected. If we ask you to provide certain details by which you could be identified, then we will only use that information in accordance with this privacy statement.

FOSH may change this policy to take account any new data protection legislation. We would advise you to check our website (www.friendsofsmithillshall.co.uk) occasionally to ensure that you are content with any changes made

The Data Controller is:-

Friends of Smithills Hall, Smithills Dean Road, Bolton, BL1 7NP

The information that you provide will be held under the terms of the Data Protection Act 1988 and may be used by the FOSH to supply member's services.

Information we collect

We may collect the following information:

Name, address and post code

Contact information including email address, financial information (such as bank details)

Photographs (from which an individual can be identified)

This Information may be held on computer, memory stick and paper records.

We require this information to keep internal records of membership, to enable FOSH to contact you, and provide services you are entitled to as a member of FOSH, to understand your needs and preferences in how we contact you, and to give a better service

We may periodically send out paper and electronic newsletters and information that we think that members will find interesting.

Storage of Personal Data

By supplying your personal data, you agree that we can transfer, process and store your personal data. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information that you provide us with is stored in a locked room or on our secure server or in a locked cabinet. We will use strict procedures and security features to try to prevent unauthorised access.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable electronic and managerial procedures to safeguard and secure the information we collect.

Information requests

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you, please write to us at Smithills Hall or make a request via the contact page on our website. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible. We will correct any information found to be incorrect.

Contact us

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to us by email, enquiries@friendsofsmithillshall.co.uk, or write to the Data Controller at the Smithills Hall.