



## Privacy Policy

### How we protect your information

#### Privacy Policy

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

#### (1) What information do we collect?

We may collect, store and use the following kinds of personal data:

[(a) information about your computer and about your visits to and use of this website (including [your IP address, geographical location, browser type, referral source, length of visit and number of page views

[(b) information relating to any transactions carried out between you and us on or in relation to this website, including information relating to any purchases you make of our goods or services

[(c) information that you provide to us for the purpose of registering with us

[(d) information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters

[(e) any other information that you choose to send to us;

#### (2) Using your personal data

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

[(a) administer the website

[(b) enable your use of the services available on the website;

[(d) send to you goods purchased via the website, and supply to you services purchased via the website. When you use our secure online purchasing or donation pages you are going through to a partner company and the information you give, such as your credit card number and contact information, is provided so that the transaction can take place.

[(e) send statements and invoices to you, and collect payments from you

[(f) send you general (non-marketing) commercial communications together with information about our products and services.

[(g) send you email notifications which you have specifically requested

[(h) provide third parties with statistical information about our users

but this information will not be used to identify any individual user;]

[(j) deal with enquiries and complaints made by or about you relating to the website;

[(k) provide local member groups and key staff and Trustees with information about you so they can send regular information about the Trust's activities, electronically or by post.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

#### (3) Disclosures

We may disclose information about you to [any of our employees, officers, agents, suppliers or subcontractors] insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose information about you:

(a) to the extent that we are required to do so by law;

(b) in connection with any legal proceedings or prospective legal proceedings;

(c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);

Except as provided in this privacy policy, we will not provide your information to third parties.

#### (4) Security of your personal data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

[We will store all the personal information you provide on our secure (password- and firewall- protected) servers.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

#### (5) Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

#### (6) Your rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information may be subject to the payment of a fee (currently fixed at 10.00).

You may instruct us not to process your personal data for marketing purposes by email at any time. (In practice, you will usually either expressly agree in advance to our use of your personal data for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal data for marketing purposes.)

#### (7) Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

#### (8) Updating information

Please let us know if the personal information which we hold about you, including your email address, needs to be corrected or updated.

#### (9) Contact

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email using [this link](#) to enquiries at hawkandowl.org or by post to PO Box 400, Bishops Lydeard, Taunton TA4 3WHJ.

#### (10) Data controller

The data controller responsible for our website is The Hawk and Owl Trust

Our data protection registration number is Z4938140.