**Forest of Hearts Privacy statement**

We would like to keep in touch with you regarding the vital work we do, our fundraising appeals and our events programme.

We will keep your data securely and never share personal data with third parties.

Our full privacy statement is available on our web address. It outlines what personal data we collect, how we use it and how we keep it secure.

**Introduction**

Forest of Hearts is committed to protecting, respecting your privacy and complying with data protection regulations.

This statement explains when and why we collect personal information, how we use it and how we keep it secure. This Statement may change from time to time but the latest version will always appear on our website.

**Personal Information we collect and hold**

* Name
* Email address
* Phone number
* Address
* Organisation or Company
* Photos (when given consent)

**How and why we use this information**

We hold your name to know who is interested in Forest of Hearts

We hold your email address usually as the primary method of contacting you.

We hold your phone number as a secondary method to contact you.

We hold your address as a secondary method to contact you.

We hold your organisation or company information to target information you may be interested in.

We hold photos of events and activities to promote these on social media and for marketing campaigns. We have a photo consent form when we take photos at events.

**How we store and secure personal information**

When we receive personal information, we take all appropriate precautions to ensure that it is

retained securely. Only authorised persons are allowed access to it. All personal information held

in electronic format is protected by strong passwords and is subject also to a secure process for

holding backup copies. All personal information held on paper is retained in locked storage.

All personal information held by us is subject to a defined retention period, often a set period of

years from your last contact or transaction with us. Details are available upon request (see below.)

Please note that transmission of information via the internet is not completely secure. We cannot

guarantee the security of your data transmitted over the internet to us or any information that

you request from us by email when sent to you.

**When we share personal information**

We will never share information without permission.

**Your rights and exercising them**

You have a right to request the rectification of any inaccuracies in information which we hold

about you.

You have a right to object to any use that we make of your personal information and we must

desist from making that use unless we are able to demonstrate compelling grounds for not doing

so.

You have a right to request the permanent removal of personal information held about and we

must comply unless we are able to demonstrate compelling grounds for not doing so.

You have a right of access to the information which we hold about you, to see it or to have a copy

of it in a paper or machine transferable format.

How to exercise your rights and make other enquiries

Please contact Carole Longden via the contact us page.

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