

# **Privacy notice - March 2018**

## Together in Barnet's commitment to your privacy

This privacy policy tells you the ways in which TIB collects personal information about you when you engage with TIB and what the information may be used for.

If you want to request a copy of the personal information we hold about you, or ask us to update or correct any information, please contact us at Secretary@togetherinbarnet.org

# Information we may hold about you

#### **Personal information**

We may collect information from you when you become involved with activities organised by Together in Barnet as either a volunteer or a supporter.

Examples of personal information include

- Name
- Address
- Email address
- Telephone number
- Link community organisation or place of worship

## How do we use your information?

We use the personal information we hold about you only

- 1. to administer our relationship with you and will only use it for the purpose for which it was collected. Examples include; sending you information or the answer to a query, to register your interest in taking part in an event or volunteering.
- 2. To contact you about other events or developments. We would like to use your personal information to contact you with information about our events or developments. We may also use your contact details to communicate with you on social media.

3. If disclosures are required by law. If required to do so by any law, search warrant, subpoena or court order, or by any regulation, treaty or other legally binding obligation with which Together in Barnet is required to comply, we will disclose some or all of your personal information to the extent that it is required to do so.

If at any time you decide that you do not wish to be contacted by HAB you may inform us by e-mail at: Secretary@togetherinbarnet.org

## Sale/exploitation of personal information by third parties

Together in Barnet will not sell, rent, distribute or otherwise make personal information available to any third party, except for the purposes described in this privacy policy or with your prior permission.

# **Data security**

Together in Barnet uses a number of mechanisms to protect the security and integrity of your personal information. Unfortunately, no data transmission over the internet can be guaranteed to be completely secure. So while we strive to protect such information, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk. Once any personal information comes into our possession, we will take reasonable steps and all other precautions required by law to protect that information from misuse and loss and from unauthorised access, modification or disclosure.

#### Links to other websites

The Together in Barnet website may, from time to time, contain links to the websites of other organisations which may be of interest to you. Linked websites are responsible for their own privacy practices. This privacy policy only applies to the Together in Barnet website.

# **Contacting us**

Request for a copy of your personal information

If you would like a copy of your personal information please write to the Secretary of Together in Barnet c/o, HAB, 36B Woodhouse Road, London N12 0RG, stating your full name and providing us with sufficient information to verify your identity.

Please also help us to respond quickly by indicating why you think we hold personal information about you and what information you think we may hold.

Please note an access fee may be charged to cover our reasonable costs of providing the information to you.

Sometimes there may be a reason why access will not be possible. If that is the case, you will be told why.

## **Correcting your details**

If you would like us to correct or update your personal information in our records, please email us at: Secretary@togetherinbarnet.org

## Comments or questions about our privacy policy

If you have any comments or questions about this Privacy Policy or wish to report any violation of this Privacy Policy, please email us at: Secretary@togetherinbarnet.org

### Request to stop future contact

If you do not want to be contacted in the future by Together in Barnet please email us at: Secretary@togetherinbarnet.org

# Consent to collection and use of personal information

By using the HAB website you acknowledge that you have read the terms of this privacy policy and that you consent to the collection and use of your personal information as described in this privacy policy.

# Changes to this privacy policy

Together in Barnet reserves the right to remove or amend this privacy policy from time to time.

If we decide to replace or change it, we will post a new policy or the changes to this privacy policy on this page and we encourage you to visit this page frequently to stay informed. By visiting this page on the website following the posting of a new policy or changes to this privacy policy will indicate your acceptance of the new policy or these changes, as the case may be.