



Horsham Green Gym

Data Protection Policy - June 2018

Horsham Green Gym (HGG) take our responsibility to everyone who entrusts us with their personal data very seriously. This notice outlines what data we may collect, how we may use it, how we protect your data and what are your rights.

The Data collected may include:

- any paper forms you complete
- verbal data collection
- forms via our website OR online surveys
- Photographs, video or audio recordings

HGG processes personal data in compliance with the General Data Protection Regulation(GDPR) 2018.

The Types of Data We Collect and how it is used

We collect personal details which include:

- Contact details to allow communication with you about HGG matters and to let you know about other local events, issues and initiatives, where they are compatible with the objectives of HGG or where we believe they may be of benefit to you
- Contact details only for use in case of illness or other emergency
- Health, disability and offending history details sufficient to ensure the safeguarding and safety of yourself and others while volunteering
- Demographic, attendance and narrative information to enable us to demonstrate to current or future supporters and funders the outputs, outcomes and impact of our programmes and products.

Disclosures of Your Personal Data

We will not, without your consent, supply any of your personal data to any third party except in case of an accident or other emergency and/or where we are required to do so by operation of law

If there is a situation, where we are asked to share some of your personal data with Supporters or Funders we will make sure you are informed and will obtain your consent to share your data. We will make sure your details are safe, secure and only used for the limited purpose you have provided them to us.

We will not share or sell your personal data to a third-party organisation for marketing or fundraising purposes.

Security of Your Personal Data

We use technical and organisational precautions to prevent the loss, misuse or alteration of your personal data.

Your Rights

You have the right to ask in writing for a copy of the information held about you.

If you believe that any of your personal information held or being processed by us is incorrect then please contact us to correct, amend or remove it.

Requests should be addressed to David Jessop, 7 Downsview Road, Horsham RH12 4PF or alternatively by email: jessopdavid@aol.com

If you tell us that you do not wish to receive emails or items by post, we will update your record as soon as we possibly can. However, to remain a member of HGG you must allow us to continue to keep and update your personal information.

Cookies and Tracking

Cookies are tiny software files that are stored on a computer or mobile device when an individual visits a website. Cookies allow websites to recognise that a user on an individual computer has previously visited the site. The cookies save some information about that user for when they access the site again in the future.

The data collected by cookies, including Google Analytics cookies, used on the HGG website is anonymous, so we don't know what you personally are looking at.

Most browsers will allow you to control how cookies are handled, whether they are accepted and how long they are stored for. All browsers do this differently, but if you're concerned about privacy and security then please have a look in the 'help' documentation for your particular browser.

Further information about cookies including how to manage and delete them can be found at www.allaboutcookies.org.

Third Party Websites

In our website we provide links to other websites for your convenience and information. We cannot accept responsibilities for any issues concerning your data collected by websites that are not directly under our control.

Please also be aware that individual organisations operate their own policies regarding the use and sale of personal information and the use of cookies. If you have a concern regarding the way your personal information will be used on other sites, then you should read the relevant privacy statement.