



## **Fruits of The Forest- Privacy Policy**

**Date: 5.7.20**

### **1. *Statement of Intent***

The purpose of this policy is to be transparent about how Fruits of The Forest will collect, use and protect the personal information that you provide to us, whether online, via phone, email, in writing or any other correspondence.

Personal data is the information that relates to identifiable living individuals. Fruits of The Forest will act in accordance with current legislation and meet current best practice with regard to the processing of personal data. We are committed to safeguarding your personal information.

If you have any queries about this privacy policy please contact me:

Email: [fruitsoftheforest16@gmail.com](mailto:fruitsoftheforest16@gmail.com)

Phone: 07758599113

### **2. *Collection of Personal Data***

In any contact you have with Fruits of the Forest you may provide certain personal data to us which we will compile and process in accordance with this Privacy Policy. By providing such information you agree to its use and storage in accordance with the provisions of this Privacy Policy. For example, this might occur when you engage with our social media, register for a club or otherwise provide me with personal information. When you do so, we may ask for personal information; to include your name, email address and telephone number.

Fruits of the Forest will collect details on participants in order that they can take part in activities in order to comply with safe guarding and contacting next of kin in case of an emergency. Without details of relevant medical conditions, emergency contact numbers, special needs and the necessary consents, Fruits of The Forest may not be able to safeguard the needs of the participants.

#### **2.1 *Financial Information***

Fruits of the Forest does not retain any financial information. Payments will be made online, bank transfers or receipt of cash or cheque

### **3. How we use your personal data**

Fruits of the Forest will only use your data for the purposes for which it was provided or where there is a lawful basis. For example by providing your name, address, email address and telephone number we are able to contact you about your bookings or news and events which you maybe interested in.

When we collect and use your personal information, we will make sure this is only done in accordance with at least one of the legal grounds available to us under the data protection law. One of this is where we have obtained your specific consent to use your information for a previously notified purpose, such as to send you, email, text marketing or to provide you with a product, service or information at your request.

Another is where we have a legal obligation to use or disclose information about you or in order to pass on the information you have provided us with to the emergency services.

In certain instances we may collect and use personal information where this is necessary in our legitimate interest, this includes being able to :

- Send marketing material via email
- conduct research to better understand who my customers are
- maintain and administer my visitor database

In all cases, we balance our legitimate interests against your rights as an individual and make sure we only use personal information in a way or for a purpose that you would reasonably expect in accordance with this policy and that does not intrude on your privacy or previously expressed marketing preferences.

Where we process sensitive personal data(as mentioned above), we will make sure that we only do so in accordance with one additional lawful grounds for processing such as where we have your explicit consent or you have made that information manifestly public. When we do this, we will tell you what sensitive personal data we are collecting and why.

#### **3.1 Email marketing**

If you actively provide consent to us along with your email address we may contact you for marketing purposes by email.

##### **3.1.2 Your choices**

It is always your choice as to whether you want to receive information about us. If you do not want us to use your personal information in this way, please indicate your preferences when we collect your data.

We will not use your personal information for email marketing purposes if you have indicated that you do not wish to be contacted by us for such purposes.

### **3.2 Third parties**

We will only use your information within Fruits of the Forest for the purposes for which it was obtained. Fruits of the Forest will not, under any circumstances, share or sell your personal data with any third party for marketing purposes and you will not receive offers from other companies or organisations as a result of giving your details to us.

### **4. Storage and correction of personal data**

We will hold your personal information on our systems for as long as its necessary for the relevant activity. If you request that we stop sending you marketing materials we will keep a record of your contact details and appropriate information to enable us to comply with your request not to be contacted by us.

The accuracy of your information is really important to us. We want to ensure that we are able to communicate with you in ways that you are happy with, and to provide you with the information that is of interest. If you wish to change how we communicate with you, or update the information we hold them please contact us:

Email: [fruitsoftheforest16@gmail.com](mailto:fruitsoftheforest16@gmail.com)

Phone: 07758599113

Under current data protection law you have the right to request a copy of the personal information we hold about you and to have any inaccuracies corrected. We require you to prove your identify with two pieces of approved identification.