**Privacy Notice - January 2019**

**High Barnet Good Neighbour Scheme’s (HBGNS) commitment to your privacy**

This privacy policy tells you the ways in which HBGNS collects personal information about you when you engage with us and what the information may be used for. It applies to our clients, staff, volunteers and donors.

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 by email: hbgns@greenbee.net or by phone 020 8441 5678.

**Information we may hold about you**

**Personal information**

We may collect information from you when you become involved with activities organised by HBGNS

Examples of personal information include:

 Name

 Address

 Email address

 Telephone number

 Date of birth

 Next of kin

 Doctor’s name and phone number

**How do we use your information?**

We use the personal information we hold about you only

1. to administer our relationship with you and we 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 tell you about our fund-raising events and other developments, but you have no obligation to take part.

3. if disclosures are required by law. If we are required to do so by any legal procedure or by any regulation or other legally binding obligation with which HBGNS is required to comply, we will disclose some or all of your personal information to the extent that we are required so to do.

If at any time you decide that you do not wish to be contacted by HBGNS you may inform us by email: hbgns@greenbee.net or by phone 020 8441 5678.

**Sale / exploitation of personal information by or to third parties**

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

**Data security**

We use 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. 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**

HBGNS 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 policies. This Privacy Notice only applies to HBGNS.

**Contacting us**

If you would like a copy of your personal information please write to us or phone us at the address shown at the head of this notice, stating your full name and providing us with sufficient information to verify your identity. Please help us to respond quickly by indicating why you think we hold personal information about you and what information you think we may hold.

Normally we would not charge an access fee for 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 or telephone as above.

**Comments or questions about our Privacy Notice**

If you have any comments or questions about his Privacy Notice or wish to report any violation of this Privacy Notice, please contact us as above.

**Request to stop future contact**

If you do not want to be contacted in the future by HBGNS please contact us as above.

**Consent to collection and use of personal information**

By using the HBGNS website you acknowledge that you have read the terms of this Privacy notice and that you consent to the collection and use of your personal information as described in this Notice.

**Changes to this Privacy Notice**

HBGNS reserves the right to remove or amend this Privacy Notice from time to time.

 If we decide to replace or change it, we will post a new Notice or the changes on the website 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 Notice or changes to it will indicate your acceptance of the new Notice and any changes.