

## Clausentum Fen Conservation Group (CFCG) Privacy Statement

Preservation of your privacy is important to CFCG; we are committed to letting you know how we use your personal information and to making responsible use of your data.

CFCG ('we' in this document) is a voluntary community group dedicated to the conservation of Clausentum Fen, St Cross, Winchester.

### **1. Information about you**

1.1 We will collect personal information from you when you or your organisation enquire about our activities, register as a member with us or take part in an activity organised by the group. This may include your name, title, email address, physical address, telephone numbers and job title. We may also ask for some additional, non-personal information.

### **2. Our use of this information**

2.1 Your personal information will only be used to process your contacts with us, and to provide you with information relating to our activities.

2.2 We will not share your information with any other parties.

### **3. Security**

3.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

3.2 Communications from us may be sent by e-mail. For ease of use and compatibility, communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

### **4. Other information**

4.1 If you would like us to correct or update any information, or if you would like information deleted from our records, then please email [chair@clausentumfen.co.uk](mailto:chair@clausentumfen.co.uk).

4.2 This privacy policy may be updated from time to time, so please check it periodically.

4.3 Links within our sites to other websites are not covered by this privacy policy.