

# Privacy Policy

This policy sets out how Crazy Hats Breast Cancer Appeal uses and protects any information that you give the charity when you use this website.

Crazy Hats Breast Cancer Appeal is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website you can be assured that it will only be used in accordance with this Privacy Policy.

The charity may change this policy from time to time, therefore, please check this page from time to time.

This current policy is effective from February 10<sup>th</sup> 2014.

## We may collect the following information:

- ✓ Name and email address
- ✓ Home Address
- ✓ Contact Telephone Number

Such information is needed to understand your needs, to reply to a request, to keep you updated with the charity's activities and to provide a better service. In particular we may need your details to process registration/entry forms or tickets for events; to send out periodic newsletters and updates and any other relevant information for which you have requested to subscribe to.

## Security:

We are committed to ensuring your information is secure. In order to prevent unauthorised access or disclosure we have put in place necessary procedures to safeguard and secure the information we collect online.

## Links to other websites:

Our website contains links to other websites. However, once you have used these links to leave our site you should note we do not have any control over the other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## Controlling Your Personal Information:

You may choose to restrict the collection or use of your personal information in the following ways:

- ✓ Whenever you are asked to fill in a form on the website, look for the box that you can tick to indicate that you do not want the information to be used by anybody for other purposes such as direct marketing.
- ✓ Every email that is sent to you will give you the option to unsubscribe from receiving further emails from us.
- ✓ We will not distribute your information to third parties or are required by law to do so.
- ✓ You may request details of personal information which we hold about you under the Data Protection Act 1998. Please write to our Administrator at the office.
- ✓ If you believe that any information we are holding on you is incorrect or incomplete please write to us or email us as soon as possible and we will promptly address the problem.

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