



## Privacy Policy Statement

### The Purpose and Scope of this Policy Statement

Squires Field Community Centre (SFCC) in Fowey, Cornwall. This Privacy Policy statement informs you about the information we collect, how we use it, and the steps we take to protect it. Information that is freely submitted to us via the SFCC website ([www.squiresfieldcentre.com](http://www.squiresfieldcentre.com)) or any other means. We are committed to respecting and protecting your privacy.

### Information We Collect

We collect personal information volunteered by you when you interact with Squires Field Community Centre through our website, in person, or through other means. The information we collect may include:

- Contact information (e.g., name, email address, phone number).
- Demographic information (e.g., age, gender, address).
- Membership or registration details.
- Payment information (no online payments) for facility bookings or events.

### How We Use Your Information

We use the collected information for the following purposes:

- To provide and maintain our services.
- To process bookings and reservations.
- To communicate with you regarding events, activities, and important updates.
- To improve our services and tailor them to your needs.
- To comply with legal obligations, Data Protection Act 2018 (GDPR).

### Data Security

We take appropriate measures to safeguard your personal information. This includes secure storage, limited access to personal information, and encryption where applicable. We regularly review our security practices to ensure the ongoing integrity and confidentiality of your data.

## **Who has access to your information.**

Only the directors and management committee of SFCC will have access to your information.

## **Disclosure of Information**

We do not sell, trade, or otherwise transfer your personal information to outside parties.

## **Your Choices**

You have the right to update or correct your personal information at any time. You may also opt-out of receiving communications from us by following the unsubscribe instructions included in our emails or contacting us directly.

## **Children's Privacy**

Our services are not directed towards individuals under the age of 13. We do not knowingly collect personal information from children. If we become aware that a child has provided us with personal information, we will take steps to delete such information.

## **Changes to this Privacy Policy**

We reserve the right to update or change this Privacy Policy at any time. The most recent version will be posted on our website with the date of the last update.

## **Contact Us**

If you have any questions or concerns about this Privacy Policy, please contact us at [squiresfield69@gmail.com](mailto:squiresfield69@gmail.com) or 07834 911484.

By using Squires Field Community Centre's services, you consent to the terms outlined in this Privacy Policy.

We are committed to reviewing our privacy policy annually.

This policy was implemented – Dec 2023

Signed: Richard Day, Annie Stuart.

Date: Dec 2023