



PRIVACY POLICY – HORIZON LIFE TRAINING

This privacy policy sets out how Horizon Life Training uses and protects any information that you give to us. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement.

WHAT WE COLLECT

We may collect the following information about you:

- Name;
- Contact information including email address, postal address and telephone number;
- Financial transaction records, for example donation records and associated details such as gift aid declarations and correspondence.

WHAT WE DO WITH THE INFORMATION WE GATHER

We require this information for the following reasons:

- Internal record keeping;
- Keeping you informed regarding news, opportunities and appeals concerning the Charity.

WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you is retained by Horizon Life Training and will not be transferred outside of the Charity. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

LINKS TO OTHER WEBSITES

Our websites may contain links to other websites of interest. If you follow a link to any of these websites, please note that we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and that they are not governed by this privacy statement. They have their own privacy policies and we do not accept any responsibility or liability for such policies. You should exercise caution and study the privacy statement applicable to the website in question before submitting any data.

CONTROLLING AND ACCESSING YOUR PERSONAL INFORMATION

We will not pass on, sell, distribute or lease your personal information to third parties unless we are required to do so by law.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you, please write or email us to request this information. 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. We will promptly amend any information found to be incorrect. You may ask to be removed from our contact list by writing to us or emailing us at any time.

Horizon Life Training – Kennel Hall Farm, Ripon Road, Killinghall, Harrogate, HG3 2AY
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