



Privacy Policy

Agreed: 22/07/22

Next review: July 2023

1. This privacy policy sets out how Bristol Tree Craft C.I.C (from here on referred to as BTC) uses and protects any information that you give BTC when you use this website.

2. BTC is committed to ensuring that your privacy is protected, in keeping with the European Union General Data Protection Regulation (GDPR) As a non-profit organisation we are exempt from registering with the Information Commissioner's Office Data Protection Register.

3. BTC may change this Privacy Policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes..

4. What we collect

4.1 We will only collect the following information:

- contact information including email address
- Relevant medical information or history that may affect your participation in BTC activities.
- DBS certificate details if you have applied for a paid or voluntary role that involves working with children, young people or vulnerable adults.

5. What we do with the information we gather

5.1 We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- We may periodically send promotional emails about our courses, special offers or other information which we think you may find interesting using the email address which you have provided.

- If you have asked to receive our email newsletters you can unsubscribe at any time. Unless you contact us directly to unsubscribe we will assume we have your continued consent to send you newsletters.
- If you are an employee or volunteer of BTC undertaking a role that requires a DBS check we will store certificate information for 24 months after the employee/ volunteer has ceased to be involved with BTC; or in the case of a rejection for a role due to safeguarding concerns for 24 months after the recruitment process.

6. Security

6.1 We are committed to ensuring that your information is secure. We will never give away your personal information without your permission.

8. Links to other websites

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

9. You can contact us at any time and ask us:

- what information we've stored about you
- what we use it for
- to change or update your details
- to delete your details from our records.

Questions regarding this policy and our privacy practices please contact bristoltreecraft@gmail.com.