**FRIENDS OF FERGUSON HERITAGE PRIVACY POLICY**

**Our Services** :

We collect the personally identifiable information about you from your membership application or renewal form, that is – your full name and correspondence address, phone number and/or email address. Credit or debit card details are destroyed once payment has been authorised. Direct Debit details are password protected on the database and hard copies are kept securely for as long as is necessary.  We take all reasonable measures to ensure that your Personal Data is stored safely to protect it from misuse, loss, unauthorised access, modification or disclosure.

**How we use your information :**

We use the information that we collect for sending out hard copies of Ferguson Heritage magazine and if necessary any other communication or publication during the membership year, we do not share your personal information with others.

Friends of Ferguson Heritage is concerned with protecting your identifiable information but we cannot ensure or warrant the security of any information you may elect to make available to others on our Website or Face Book page.

**Your choices :**

You may update, correct or delete your Personal Data that you have provided at any time by contacting the membership office.

**Data retention :**

We only retain the Personal Data collected from a member for a limited period of time as long as we need to fulful the purpose to which we have initially collected it, unless otherwise required by law.

If the Personal Data you provide to us is incomplete and/or inaccurate, or you choose not to provide us with the Personal Data that we have requested, it may affect our ability to provide you with our products and subscription services.

Membership Secretary

24 May 2018