

## **Privacy Policy Statement – Maker with Rame Institute**

### **1. Introduction**

Preservation of your privacy is important to Maker with Rame Institute and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

References to “we”, “us”, “you” or “our” in this Privacy Policy are references to the Maker with Rame Institute and a charity registered in England and Wales, registered charity number: 1107353.

### **2. Information about you**

2.1 We will collect personal information from you when you or your organisation enquire about our activities, register as a Friend of Maker with Rame Institute, or subscribe to one of our services e.g. the Snooker Club. This may include but is not limited to, your name, title, email address, postal address, telephone numbers and job title.

### **3. Our use of this information**

3.1 Your personal information will only be used to process your requests, to provide you with our services, and to provide you with information relating to our services (including our Newsletter) and any other services which we think you may be interested in.

3.2 We will not share your information with others.

### **4. Security**

4.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

4.2 Communications in connection with this Maker with Rame Institute may be sent by e-mail. For ease of use and compatibility, communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way.

### **5. Other information**

5.1 If you would like us to correct or update any information, or if you would like information deleted from our records, then please contact us at The Secretary, Maker with Rame Institute, telephone 01752 823691 email [anne.carne@icloud.com](mailto:anne.carne@icloud.com)

5.2 This privacy policy may be updated from time to time, so please check it periodically.

5.3 Links within our sites to other websites are not covered by this privacy policy.