*Gordano School Community Trust, also known as GSCT is committed to protecting your privacy. There are various ways that you might interact with GSCT and the information you provide when doing so allows us to improve our services.*

**What Information we collect and why we collect it**

We may collect or record basic personal information which you voluntarily provide through the membership forms completed, through the electronic mail you send to us, or through other means of communication between you and us.

We only collect personal information of a more sensitive nature (e.g. debit or credit card details) where it is necessary or appropriate for conducting our business. This information will be collected, stored, accessed and processed in a secure manner.

**How we use information**

In certain situations, GSCT may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements. We may also use or disclose your personal information when we believe, in good faith, that such use or disclosure is reasonably necessary to (i) assist in emergency medical care, (ii) enforce or apply the terms of any of our user agreements, or (iii) protect our rights, property or safety, or the rights, property or safety of our users, or others. We reserve the right to transfer and disclose your information if we become involved in a business divestiture, change of control, sale, merger, or acquisition of all or a part of our business.

If you wish to subscribe to our event promotional literature, we will use your email address you supplied to send to you. You may choose to stop receiving our event information or marketing emails by notifying ourselves at admin@gordanosportscentre.org.uk

**Security**

The security of your personal information is important to us. We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it.

We use reasonable measures to safeguard personally identifiable information, which measures are appropriate to the type of information maintained, and follows applicable laws regarding the safeguarding of any such information under our control. In addition, in some areas of our Sites, we may use encryption technology to enhance information privacy and help prevent loss, misuse, or alteration of the information under our control. We also employ industry-standard measures and processes for detecting and responding to inappropriate attempts to breach our systems.

No method of transmission over the Internet, or method of electronic storage, can be 100% secure. Therefore, we cannot guarantee the absolute security of your information. The Internet by its nature is a public forum, and we encourage you to use caution when disclosing information online. Often, you are in the best situation to protect yourself online.

**Accessing and updating your personal information**

Upon request, Gordano School Community Trust will provide you with information about whether we hold any of your personal information. If you have provided us with your personal information, you may have the right to inspect the information stored by us for accuracy, or may request that the information be removed from our files. We will make a reasonable effort to comply with such requests within 10 business days. We may require that you verify your identity before we act on a request to edit or remove your information. Please direct any questions about your information to the Privacy Contact identified below to review any personal information held about you.

**Social Media and Online Engagement**

We may use social media options to communicate and interact with customers, potential customers, employees and potential employees. These sites and applications include popular social networking and media sites, open source software communities and more. To better engage the public in ongoing dialog, certain of our businesses use certain third-party platforms including, but not limited to, Facebook, Twitter and LinkedIn. Third-Party Websites and Applications (TPWA) are Web-based technologies that are not exclusively operated or controlled by us. When interacting with those websites, you may reveal certain personal information to us or to third parties. Other than when used by our employees for the purpose of responding to a specific message or request, we will not use, share, or retain your personal information.

**Contacting us**

Questions regarding this privacy policy should be directed to Gordano School Community Trust. St Marys Road, Portishead, North Somerset BS20 7QR; telephone 01275843942; e-mail sportcentre@gordanosportscentre.org.uk