



Privacy Policy

Preservation of your privacy is important to the Hertsmere Mencap and to Noah's Ark Playscheme – part of Hertsmere Mencap - 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 Hertsmere Mencap, a charity registered in England and Wales, registered charity number 243871.

1. Information about you

1.1 We will collect personal information from you when you or your organisation enquire about our activities, registers as a member with us or subscribe to one of our services. This may include your name, title, email address, home address and telephone numbers. Where you are registering as a family with a learning disabled child, we will ask for your child's date of birth and may request information about his/her disability. We may also ask for some additional, non-personal information and on occasion, additional personal information where appropriate and relevant to the activity you have subscribed to.

2. Our use of this information

2.1 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 and all other services which we think you may be interested in.

2.2 We will share your information with our partners and other carefully selected organisations which we think may be of interest to you or where we are contractually and legally required to do so.

3. Security

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

3.2 Communications in connection with this service 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. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

4. Cookies

4.1 We do not currently use cookies but if we do introduce them having considered them to be necessary, they will only be used to assist the purposes set out in this Privacy Policy, which will be updated as appropriate.

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 email our data controller at info@hertsmeremencap.org.uk

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.