

# Privacy Statement

Preservation of your privacy is important to The Friars 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 The Friars Aylesford, a company limited by guarantee registered in England and Wales, registered company number: 3487590; and a charity registered in England and Wales, registered charity number: 1068518 and our trading subsidiary, Aylesford Priory Ltd, registered company number: 6740190.

## 1. Information about you

1.1 We will only collect personal information from you when you or your organisation enquire about our activities or subscribe to our Newsletter. This may include your name, title, email address, physical address, telephone numbers and job title. We may also ask for some additional, non-personal information.

## 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.

2.2 We will not share your information with any other person or organisation.

## 3. Security

3.1 We will take all 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. However, e-mail, unless encrypted, is not a fully secure means of communication and therefore we will require your consent to this form of communication. We will deem to have received your consent, unless you inform us otherwise, whenever you provide us with your email details. Whilst we fully endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free and strongly recommend you have your own virus protection

## 4. Cookies

4.1 If cookies are used they will only be used to assist the purposes set out in this privacy policy, but cookies will not be used if we do not consider them to be necessary.

## **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.

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 statement.

PLEASE READ THIS PRIVACY STATEMENT IN CONJUNCTION WITH OUR [TERMS AND CONDITIONS](#).