



# The St Andrews Preservation Trust Limited

## Privacy Policy

Policy number:	002	Version:	002-01
Drafted by:	Miss Annie Birrell	Approved by Board on:	Insert date
Responsible person:	Miss Annie Birrell	Scheduled review date:	Insert date

This policy paper explains what information The St Andrews Preservation Trust Limited collects about you and how it uses it. References to 'we' and 'us' refer to The St Andrews Preservation Trust Limited.

### **We collect:**

- Any personal details you type in and submit via internet, such as your name, address, email address, telephone number, etc.. We will use this to provide you with relevant information in the future.
- Any personal details, including your name, address, email address, telephone number etc., which you provide via written means, i.e. membership application form or Gift Aid Form. We will use this to provide you with relevant information in future.

**We will not sell, rent, or pass on your information to any third party without your express consent.**

By submitting your information and using our web site, you consent to the collection, storage and processing of your personal information by us in the manner set out in this Policy.

If for any reason our policy does change, we will post the changes on our internet site so you can view them. If changes occur with which you are unhappy, you can email, or write to us to instruct us to no longer retain or use your information.

It is not possible for us to predict the route by which information is disseminated by internet (due to the internet's global infrastructure). This means your information may be temporarily transferred outside the European Economic Area. By submitting your information you consent to this transfer.

The nature of internet communications means that your communications may be susceptible to data corruption, interception, and delays.

### **Liability**

The St Andrews Preservation Trust Limited will not be liable for damages arising out of, or in connection with, the use of this web site in any way. This is a comprehensive limitation of liability that applies to all damages of any kind,



# The St Andrews Preservation Trust Limited

## Privacy Policy

including (without limitation) compensatory, direct, indirect, or consequential damages, loss of data, income or profit, loss of or damage to property and claims of third parties.

### **Hyperlinks:**

You may come across hyperlinks on this site. These hyper-links may take you to sites operated by other organisations which we are not responsible for. When preparing our website we have taken every care possible. However, we have no control over any of the information you can access via other web sites. Therefore, no mention of any organisation, company, or individual to which our web site is linked shall imply any approval or warranty as to the standing and capability of any such organisations, company or individual on the part of The St Andrews Preservation Trust Limited.

DRAFT