**OCRA**

**Privacy Statement**

**Introduction**

OCRA needs to gather and use certain information about individuals. These can include customers, suppliers, business contacts, employees and other people the organization has a relationship with or may need to contact.

This policy describes how this personal data is collected and used.

**What information do we collect?**

We collect information from you when you make a booking or fill out a membership form.

**What do we use your information for?**

Any of the information we collect from you may be used in any of the following ways:

* To improve customer service
* To process transactions. Your information, whether public or private, will not be sold, exchanged, transferred or given to any other company for any reason whatsoever, without your consent.
* To send periodic emails. The email address you provide may be used to send you company updates, news, invites to meetings or other related information.
* To administer a competition, promotion or survey.

**How do we protect your information?**

We implement a variety of measures to maintain the safety of your information.

**Do we disclose any information to outside parties?**

Never. We do not sell, trade, or otherwise transfer to outside parties your personal information. We may, however, release your information to comply with the law, in line with our data protection policy.

**Changes to this policy**

Any changes made will be updated to our website. This policy was adopted on 07.01.16

**Contacting Us**

If you have any questions regarding this, or any other policy, or require information on the data we hold for you please contact us using the information below:

Office Manger

Pavilion in the Park

Okehampton

Devon

EX20 1GE

finance@ocrasport.org.uk