

DATA PROTECTION NOTICE

In this notice “we” or “us” means **Wales Community Fire Safety Trust Limited**, a charity registered under number 1100964 and a company limited by guarantee (company number 4556865) whose registered office is at Ground Floor, 6 Hazell Drive, Newport NP10 8FY.

We will use the personal information, such as name, address and contact details, which you provide to us for the following purposes:

1. if you wish to attend a course or event, for the purpose of managing and administering your booking;
2. if you purchase products or services, for the purpose of processing your order;
3. if you complete a questionnaire or survey, for the purpose of collating and reporting upon the results of such questionnaire or survey; and
4. if you make a donation or payment, for the purpose of processing your donation or payment.

In processing your personal information for these purposes, we may need to disclose your personal information to third parties such as course and event providers and administrators, providers of products and services which you purchase, third parties who have an interest in the results of any questionnaire or survey which you complete, your bank or building society and third parties who process donations and payments on our behalf.

From time to time we may also wish to use your personal information to contact you by post or telephone for the purposes of promoting our aims and objectives, requesting you to make donations, providing you with details of our and/or third parties' products and services which we think may be of interest to you and asking you to complete questionnaires and surveys. Please tick the relevant box if you do **NOT** consent to us contacting you for these purposes:
by post by telephone

It would be a great benefit to us and would help us to keep our costs down if we are also able to contact you by email and fax for these purposes. Please tick here if you **CONSENT** to us contacting you for these purposes: by email by fax

If you change your mind at any time and do not want us to contact you further please let us know by writing to us at Ground Floor, 6 Hazell Drive, Newport NP10 8FY, telephoning us on 01633 654000 or emailing us at info@firebrake.org.

You also have the right to ask for a copy of the personal information we hold about you under the Data Protection Act 1998. We may charge you a small fee for this. To request a copy, please contact us at Ground Floor, 6 Hazell Drive, Newport NP10 8FY, or on telephone number 01633 654000 or at info@firebrake.org.