## Information

## **Privacy Policy**

This privacy policy sets out how Burnby Hall Gardens & Museum uses and protects any information that you give us when you use this website.

Burnby Hall Gardens & Museum is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Burnby Hall Gardens & Museum may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

## What we collect

We may collect the following information:

- Your name.
- Your contact information including email address.
- Your demographic information such as postcode.
- Other information relevant to customer surveys and/or offers.

## What we do with the information we gather

We require this information to understand your needs and provide you with a better service, in addition to:

- Internal record keeping.
- Use of the information obtained to improve our products and services.
- Controlling your personal information.

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click
  to indicate that you do not want the information to be used by anybody for direct marketing
  purposes.
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at <a href="mailto:info@burnbyhallgardens.com">info@burnbyhallgardens.com</a>.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you, please write to the Estate Manager, Burnby Hall Gardens & Museum, Pocklington YO42 2QF.

If you believe that any personal information that we are holding incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.