



The Recovery Course Privacy Policy

Last updated: 1st May 2018

This Privacy Policy describes how we collect, use, process, and disclose your information, including personal information, in conjunction with your access to and use of information and resources provided about The Recovery Course.

1. Information we collect

The only information we collect is contact information that you voluntarily provide to us, such as your name, address, phone number and email address; for instance, when you want to learn more about or support the work of The Recovery Course, receive news of events or developments, or access resources to run The Recovery Course locally.

We do not collect any information automatically, for example through your use of our website, or from third parties.

2. How we use information we collect

Communication: We use the data we collect to deliver and personalise our communications with you. For example, we may contact you by email to inform you about our conference arrangements, developments in available resources, events in your area or information about The Recovery Course.

Provision of resources: As part of our commitment to support The Recovery Course, we facilitate access through our websites to available resources to run and support The Recovery Course locally and respond to enquiries.

3. Sharing and disclosure

The Recovery Course does not and will not share or sell personal information about our contacts.

4. Security, storage and retention of personal information

Security: The Recovery Course is committed to protecting the security of your personal information. However, while we take reasonable precautions to guard the personal information we collect, no security system is impenetrable. While no service is completely secure, The Recovery Course takes precautionary measures to help prevent information about you from loss, theft, misuse and unauthorised access, disclosure, alteration and destruction. For example, we store the personal data you provide on computer systems that have limited access and that are in controlled facilities.

The Recovery Course, is a charity registered with the Charity Commission of England and Wales under number 1170792

Registered Office is: C/O Tonbridge Baptist Church, Derwent Road, Tonbridge, Kent, TN10 3HZ

Retention: The Recovery Course will retain your personal information for as long as we deem it necessary to enable you to receive information you have requested and use the website to access resources.

5. Your rights and choices

Your Rights: We want you to be in control of how your personal information is used by us. You can do this in the following ways:

- you can ask us for a copy of the personal information we hold about you;
- you can inform us of any changes to your personal information, or if you want us to correct any of the personal information we hold about you;
- in certain situations, you can ask us to erase the personal information we hold about you;

Where we are using your personal information on the basis of your consent, you are entitled to withdraw that consent at any time. We rely on you to ensure that your personal information is complete, accurate and up to date. Please do inform us promptly of any changes to or inaccuracies in your personal information.

Your Choices: If you wish to access, edit or remove personal contact information, you can do so by sending an email to info@therecoverycourse.com We will respond to any request to access or delete your personal data as soon as possible, certainly within 30 days.

6. How to contact us

If you have any questions about the use of your personal information, please email info@therecoverycourse.com

7. Changes to our privacy statement

The Recovery Course may modify or update this Statement when necessary. When we update this Statement, we will revise the 'Last Update' date at the top of the Statement.

Need Our Assistance? Contact Us Now!