



THE SPARROWS' NEST LIBRARY AND ARCHIVE
Not-for-profit Company Limited by Guarantee
Company Number: 10641242

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How we look after your privacy and personal data

Donations and visiting the Nest

If you contact us to arrange a donation or a visit to the Sparrows' Nest and you give us any name, address, email or telephone number we will use it for that purpose only. Depending on how you contact us, we will temporarily have a record of some of your personal information in The Sparrows' Nest email account or as mobile phone messages. We will endeavour to delete such emails and messages when they are no longer needed to administrate your donations and visits.

Mailing list

The purpose of our running an email list (managed using a Googlegroups account) is to let you know about The Sparrows' Nest activities and of groups we are associated with, and to ask you to consider giving us donations. If you give us your email address to go on our email list we will use it for the above purposes only. In particular, for your entry on the mailing list:

- We won't add you to list the unless you have specifically asked us to.
- We won't store it outside of Googlegroups.
- We won't pass it to anyone outside of The Sparrows' Nest email list admin (contactable either by Googlegroups or to our listed email address, or by writing to us).
- You can leave the list or change your details at any time using the links at the bottom of every email we send to you.