

## **Hike & Bike Hub Privacy notice**

### **Who we are**

Hike & Bike Hub, Galashiels is a social enterprise awarded registration as a Scottish Charitable Incorporated Organisation (SCIO) SC051989. Our registered address is 2 Douglas Bridge, Galashiels, TD1 1BH.

This privacy notice tells you what data we collect and what we use it for. Hike & Bike Hub, Galashiels takes your privacy seriously. We never pass your personal data onto anyone else without your permission

### **What information do we collect?**

When you submit an enquiry to Hike & Bike Hub, Galashiels - by phone, by email or in person - your enquiry and contact details will be recorded and stored.

### **How will we use the information?**

We will use this data to respond to your enquiry. We will also use it for reporting purposes - to monitor the level and nature of enquiries we receive.

We will not share your information with any third parties unless you ask us to do so or we have asked for your consent in advance.

Your enquiry will be stored for 2 years and then deleted.

If you join Hike & Bike Hub, Galashiels as a member, your information will be stored until such time as you cease to be a member. If you join as a member, we will use your email address to keep you informed about news, events and surveys relevant to Hike & Bike Hub, Galashiels.

### **Your rights over your information**

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask us to give you a copy of the information and to stop using your information.

### **How to contact us**

You can write to us at the address above or contact us by email or phone at:

Email – [info@hikebikegalashiels.co.uk](mailto:info@hikebikegalashiels.co.uk)

Tel - 07476 316242

### **Your right to complain**

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office online at <https://ico.org.uk/concerns> or by phone on 0303 123 1113.