



# P . R . I . V . A . C . Y   P . O . L . I . C . Y

## Your Data and Information in our Hands

1:      The information we collect from our website:

- We collect information Indirectly and Directly.
- We collect Recognisable information and Anonymous information.

**Recognisable Data:**    When you access our website, our web hosting servers collect information indirectly, such as your internet protocol address or IP address, which is then kept in our internet access logs.

**Anonymous Data:**    We collect information directly from you in a number of ways. One way is by using cookies. Cookies are small files of information that save and retrieve information about your visit to our site, such as how you entered our site, how you navigated through the site and what information was of interest to you. The cookies we use identify you merely as a number. (If you are uncomfortable about the use of cookies, you can disable cookies on your computer by changing the settings in the preferences or options menu in your internet browser.)

**Recognisable Data:**    We also collect information when you give it to us. For example, you may email us by using a link from our website or use a form to pass your information to us from our website. When we collect this type of information, we will notify you as to why we are asking for information and how this information will be used. It is completely up to you whether you provide it. When visiting our website pages that display a Twitter or Facebook Like button, information relating to the date and time of your visit, the web page you are on (commonly known as the URL) and other technical information about the IP address, browser and operating system you use will be collected by Twitter or Facebook. If you are logged into Facebook, your user ID number will also be associated with the information mentioned above. For more information, read the Facebook privacy policy.

2:      **How do we use information?**

We may analyse it to see what is most effective about our site, to help us identify ways to improve it, and to make it more effective. We may also use data for other purposes, which we would inform and describe to you at the point at which we collect the information.

# P . R . I . V . A . C . Y   P . O . L . I . C . Y

## Your Data and Information in our Hands

### **3:      Do we disclose or Share your information with other organisations.**

We do not share any of your data with other organisations unless the law permits us to do so. We do not sell individual information. We will share it only with our authorised Data Processors, who must act at all times on our instructions as the Data Controller under the Data Protection Act 1998. Before you submit any information, we will notify you as to why we are asking for specific information and it is up to you whether you provide it.

While we only share your information with the Data Processors, when you visit pages on our site that display a Twitter or Facebook Like button, these websites may/will collect information about your visit. For more information, read the relevant section of the Facebook privacy policy.

### **4:      Access to Data/Information we hold about you.**

You are entitled to know whether we hold information about you and, if we do, to have access to that information and require it to be corrected if it is inaccurate.

You can do this by contacting:

Data Protection Officer,

Your data is kept secure as required by the data protection act.

We take appropriate steps to maintain the security of your data on our website and on the computer system we use within our business. The open nature of the internet means that data may flow over networks without security measures and may be accessed and used by people other than those for whom the data is intended. Our intention is that this should not happen and we take measures to ensure that it does not.