

# **Privacy Policy**

In relation to the website www.stocksbridgeclc.co.uk

We are committed to safeguarding the privacy of our website visitors; This policy set out how we will treat your personal information.

#### 1) What information do we collect?

We may collect, store and use the following kinds of personal data:

- a) Information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type, referral source, length of visit and number of pages visited)
- b) Information regarding any transactions carried out by you and us or in relation to this website, including information relating to any purchases you make of our goods and services.
- c) Information that you provide to us for the purpose of registering with us.
- d) Information that you provide to us for the purpose of subscribing to our website services, email notifications, and/or newsletters.

#### 2) Cookies

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We may use session cookies and persistent cookies on our website. Session cookies keep track of you whilst you navigate the website (these are deleted when you close your browser). We will use persistent cookies to enable our website to recognise you when you visit (these will remain until deleted or until they reach a specific expiry date).

We use Google Analytics to analyse use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated that relates to our websites is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: <a href="http://www.google.com/privacypolicy.html">http://www.google.com/privacypolicy.html</a>

Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. However, blocking cookies can have a negative impact upon the usability of many websites, including this one.

## 3) Using Your Personal Data

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- a) Administer the website.
- b) Enable you use of services available on the website.
- c) Send to you email notifications which you have specifically requested.
- d) Send to you marketing communications relating to our business which we think may be of interest to you.
- e) Deal with enquiries and complaints made by you.
- f) All our website financial transactions are handled through our payment services provider, NETBANX by Optimal Payments. We will share information with Optimal Payments only to the extent necessary for the purposes of processing payments you make via our website.

#### 4) Disclosures

We may disclose information about you insofar as reasonably necessary for the purposes set out in this privacy policy.

In addition, we may disclose information about you:

- a) To the extent that we are required to do so by law.
- b) In connection with any legal proceedings or prospective legal proceedings.
- c) In order to establish, exercise or defend our legal rights (including providing information to others for the purpose of fraud prevention and reducing credit risk).

 $\label{thm:continuous} \textbf{Except as provided in this privacy policy, we will not provide your information to third parties.}$ 

#### 5) Security of your personal data

We will take reasonable technical and organisational precautions to prevent loss, misuse or alteration of your personal information. We will store all the personal information you provide on secure (password and firewall protected) servers.

You are responsible for keeping your password and user details confidential. We will not ask you for your password.

#### 6) Policy Amendments

We may update this privacy policy from time to time by posting a new version on our website. You should check this page to ensure you are happy with any changes.



## 7) Your Rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information may be subject to the payment of a fee.

## 8) Third Party Websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

## 9) Updating Information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

#### 10) Contact and Data Controller

If you have any questions about this privacy policy or the treatment of your personal data please write to us by email to <a href="mailto:business@4slc.org.uk">business@4slc.org.uk</a> or by post to:

Business Manager Stocksbridge Community Leisure Centre Moorland Drive Stocksbridge Sheffield S36 1EG