

ORG17 Website Privacy Policy

Version 1.0

Issue date: May 2018

Team responsible for framework: Quality

Approved by: CEO

Review to commence: May 2021



Contents

		Page
1	Policy	3
2	Purpose	3
3	What we collect	3
4	How we use cookies	4
5	Links to other websites	4
6	Controlling your personal information	5

1.0 Policy

- 1.1 This Website privacy policy sets out how Peter Bedford HA uses and protects any information that you give to PBHA when you use this website.
- 1.2 PBHA is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this Website Privacy Policy.
- 1.3 This policy complies with the Data Protection Act 1998 and the General Data Protection Regulations 2016.
- 1.4 PBHA may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

2.0 Purpose

- 2.1 We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.
- 2.2 We will comply with the 6 principles of data protection embedded in the GDPR 2016
 - Lawfulness, fairness and transparency
 - Purpose limitation
 - Data minimization
 - Accuracy
 - Storage for a limited time
 - Integrity and confidentiality
- 2.3 As the Data Controller, PBHA will be accountable and responsible for complying with the above data protection principles.

3.0 What we collect

- 3.1 We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers

4.0 How we use cookies

- 4.1 We use third party analytic software that allows us analyse how the website is used, so that we can make improvements to the site. The information is processed in a way that does not identify anyone. We do not make any attempts to find out the identities of those visiting our website. We may collect your IP address and we use cookies unless you configure your web browser not to accept them.
- 4.2 A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.
- 4.3 We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.
- 4.4 Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.
- 4.5 You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

5.0 Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

6.0 Controlling your personal information

6.1 You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at marketing@peterbedford.org.uk.

6.2 We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

6.3 You may request details of personal information which we hold about you under the General Data Protection Regulations 2016. If you would like a copy of the information held on you please email marketing@peterbedford.org.uk .

6.4 If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.