

**Staunton Harold Sailability Trust**

**Privacy & Cookie Policy**

Version: 1 Date: 30/01/18

Review Date 30/11/20

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### Policy Statement

Staunton Harold Sailability Trust (registered number 1170771), whose registered office is at c/o Staunton Harold Sailing Club, Calke Road,Melbourne, Derbyshire, England. DE73 8DL, knows that you care how information about you is used and shared and we appreciate your trust in us to do that carefully and sensibly. This notice describes our privacy policy and forms part of our website terms and conditions ('Website Terms').

**By accepting our Website Terms or by visiting www.SHSC.ORG.UK ('the Website') you are accepting and consenting to the practices described in this Privacy Policy.**

The Website is brought to you by SHST. SHST believes it is important to protect your Personal Data (as defined in the Data Protection Act 1998) and we are committed to giving you a personalised service that meets your needs in a way that also protects your privacy. This policy explains how we may collect Personal Data about you. It also explains some of the security measures we take to protect your Personal Data, and tells you certain things we will do and not do. You should read this policy in conjunction with the Website Terms.

When we first obtain Personal Data from you, or when you take a new service or product from us, we will give you the opportunity to tell us if you do or do not want to receive information from us about other services or products (as applicable). You can normally do this by ticking a box on an application form or contract. You may change your mind at any time by emailing us at the address below.

Some of the Personal Data we hold about you may be 'sensitive personal data' within the meaning of the Data Protection Act 1998, for example, information about your health or ethnic origin.

# 1 Collecting Information

We may collect Personal Data about you from a number of sources, including the following:

1.1 From you when you agree to take a service or product from us, in which case this may include your contact details, date of birth, how you will pay for the product or service and your bank details.

1.2 From you when you contact us with an enquiry or in response to a communication from us, in which case, this may tell us something about how you use our services.

1.3 From documents that are available to the public, such as the electoral register.

1.4 From third parties to whom you have provided information with your consent to pass it on to other organisations or persons.

# 2 Using Your Personal Information

2.1 Personal Data about our customers is an important part of our business and we shall only use your Personal Data for the following purposes and shall not keep such Personal Data longer than is necessary to fulfil these purposes:

2.1.1 To help us to identify you when you contact us.

2.1.2 To help us to identify accounts, services and/or products which you could have from us or selected partners from time to time. We may do this by automatic means using a scoring system, which uses the Personal Data you have provided and/or any information we hold about you and Personal Data from third party agencies (including credit reference agencies).

2.1.3 To help us to administer and to contact you about improved administration of any accounts, services and products we have provided before, do provide now or will or may provide in the future.

2.1.6 To allow us to contact you in any way (including mail, email, telephone, visit, text or multimedia messages) about products and services offered by us where

2.1.7 To allow us to contact you in any way (including mail, email, telephone, visit, text or multimedia messages) about products and services offered by us and selected partners where you have expressly consented to us doing so.

2.2 We will not disclose your Personal Data to any third party except in accordance with this Privacy Policy.

# 3 Protecting Information We have strict security measures to protect Personal Data

3.1 We work to protect the security of your information during transmission by using Secure Sockets Layer (SSL) software, which encrypts information you input.

3.2 We reveal only the last five digits of your credit card numbers when confirming an order. Of course, we transmit the entire credit card number to the appropriate credit card company during order processing.

3.3 We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personally identifiable customer information. Our security procedures mean that we may occasionally request proof of identity before we disclose personal information to you.

3.4 It is important for you to protect against unauthorised access to your password and to your computer. Be sure to sign off when you finish using a shared computer.

### 4 The internet

4.1 If you communicate with us using the internet, we may occasionally email you about our services and products. When you first give us Personal Data through the Website, we will normally give you the opportunity to say whether you would prefer us not to contact you by

email. You can also always send us an email (at the address set out below) at any time if you change your mind.

4.2 Please remember that communications over the internet, such as emails and webmails (messages sent through a website), are not secure unless they have been encrypted. Your communications may go through a number of countries before they are delivered - this is the nature of the internet. We cannot accept responsibility for any unauthorised access or loss of Personal Data that is beyond our control.

### 5 Cookies

5.1 When we provide services, we want to make them easy, useful and reliable. This sometimes involves placing small amounts of information on your computer. These are called 'cookies'.

These cookies cannot be used to identify you personally and are used to improve services for you, for example through:

* Letting you navigate between pages efficiently
* Enabling a service to recognise your computer so you don't have to give the same information during one task
* Recognising that you have already given a username and password so you don't need to enter it for every web page requested
* Measuring how many people are using services, so they can be made easier to use and that there is enough capacity to ensure they are fast.

To learn more about cookies, see:

[www.allaboutcookies.org](http://www.allaboutcookies.org/)  [www.youronlinechoices.eu](http://www.youronlinechoices.eu/)  [www.google.com/policies/technologies/cookies](http://www.google.com/policies/technologies/cookies)

Users typically have the opportunity to set their browser to accept all or some cookies, to notify them when a cookie is issued, or not to receive cookies at any time. The last of these options, of course, means that personalised services cannot be provided and the user may not be able to take full advantage of all of a website's features. Refer to your browser's Help section for specific guidance on how it allows you to manage cookies and how you may delete cookies you wish to remove from your computer.

Multiple cookies may be found in a single file depending on which browser you use.

* 1. The cookies used on this website have been categorised based on the categories found in the ICC UK Cookie guide, as follows:

Category 3: functionality cookies

These cookies allow the website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. For instance, a website may be able to provide you with local weather reports or traffic news by storing in a cookie the region in which you are currently located. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for such as a live chat session. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

The list below shows the cookies that we use, other than those that are strictly necessary to this service. If you have any queries about these, or would like more information, please contact us via our website.

|  |  |
| --- | --- |
| **Cookie name** | **Description** |
| Google Analytics  cookies | If you create an account with us then we will use cookies for the management of the signup process and general administration. These cookies will usually be deleted when you log out however in some cases they may remain afterwards to remember your site preferences when logged out. This site offers newsletter or email subscription services and cookies may be used to remember if you are already registered and whether to show certain notifications which might only be valid to subscribed/unsubscribed users. When you submit data to through a form such as those found on contact pages or comment forms cookies may be set to remember your user details for future correspondence. In order to provide you with a great experience on this site we provide the functionality to set your preferences for how this site runs when you use it. In order to remember your preferences we need to set cookies so that this information can be called whenever you interact with a page is affected by your preferences. |

* 1. By using this website, you agree that we can place these types of cookies on your device.

### 6 Links

6.1 The Website may include third-party advertising and links to other websites. We do not provide any personally identifiable customer Personal Data to these advertisers or thirdparty websites.

6.2 These third-party websites and advertisers, or internet advertising companies working on their behalf, sometimes use technology to send (or 'serve') the advertisements that appear on the Website directly to your browser. They automatically receive your IP address when this happens. They may also use cookies, JavaScript, web beacons (also known as action tags or single-pixel gifs), and other technologies to measure the effectiveness of their ads and to personalise advertising content. We do not have access to or control over cookies or other features that they may use, and the information practices of these advertisers and thirdparty websites are not covered by this Privacy Policy. Please contact them directly for more information about their privacy practices. In addition, the Network Advertising Initiative offers useful information about internet advertising companies (also called 'ad networks' or 'network advertisers'), including information about how to opt-out of their information collection.

6.3 We exclude all liability for loss that you may incur when using these third party websites.

### 7 Further Information

7.1 If you would like any more information or you have any comments about our Privacy Policy, please either write to our chairman c/o Staunton Harold Sailing Club, Calke Road, Melbourne, Derbyshire, England. DE73 8DL

7.2 We may amend this Privacy Policy from time to time without notice to you, in which case, we will publish the amended version on the Website. You confirm that we shall not be liable to you or any third party for any change to this Privacy Policy from time to time. It is your responsibility to check regularly to determine whether this Privacy Policy has changed.

7.3 You can ask us for a copy of this Privacy Policy and of any amended Privacy Policy by writing to the above address or by emailing us at admin@shst.org.uk. This Privacy Policy applies to Personal Data we hold about individuals. It does not apply to information we hold about companies and other organisations.

7.4 If you would like access to the Personal Data that we hold about you, you can do this by emailing us at admin@shst.org.uk or writing to us at the address noted above. There may be a nominal charge of £10 to cover administrative costs.

7.5 We aim to keep the Personal Data we hold about you accurate and up to date. If you tell us that we are holding any inaccurate Personal Data about you, we will delete it or correct it promptly. Please email us at [admin@shst.org.uk](mailto:admin@shst.org.uk) or write to us at the address above to update your Personal Data.