



## Duxford Community Centre

A Charitable Incorporated Organisation. Registered Charity Number: 1157964

### **Privacy Policy**

#### **How We Use Your Information**

This privacy notice tells you what to expect when we collect personal information. It applies to information we collect about:

- Visitors to our website.
- People who use any services which may be provided from time to time on the website.
- Visitors who may contact us via the website.

#### **Visitors to our websites.**

When someone visits our website we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of this site. We collect the information in a way that does not identify anyone. We do not make any attempt to find out the identities of those visiting our website except where you request services from us. We will not associate any data gathered from this site with any identifying information from any source. If we do want to collect personally identifying information through our website, we will up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

#### **People who call us.**

When you call us we may collect some details about you such as an email address to enable us to send out information to you electronically. We do not share this information with third parties.

## **People who provide us with an email (either via phone or via the site contact form)**

We send out occasional notifications or emails. We only do this to those who have explicitly requested us to do so or have signed up by virtue of making contact with us.

We have to hold the details of the people who have requested our services in order to provide them. However, we only use these details to provide the service the person has requested and for other closely related purposes.

## **Disclosure of personal information.**

We will **never** disclose personal data we hold about you without your consent. Your data will be used only for the purposes intended.

## **Links to other websites.**

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

## **How to contact us.**

Individuals are welcome to contact us to obtain details of the information that is held about them.

Requests for information about our privacy policy can be emailed to us [duxfordcommunitycentreCB22@gmail.com](mailto:duxfordcommunitycentreCB22@gmail.com) or:

- By post to: to the Duxford Community Centre CIO

7 Grange Road,  
Duxford,  
Cambridge,  
Cambridgeshire,  
CB22 4QE

## **Use of Cookies by Duxford Community Centre CIO**

The information below covers our policies regarding Cookies on this site. You can change the current cookies setting at the bottom of this section.

Cookies are small text files that are placed on your computer by websites that you visit. They cannot be used to identify you personally.

They are widely used in order to make websites work more efficiently, as well as providing information to the owners of the site. Cookies are just harmless files. Cookies cannot look into information stored on your hard drive. It is technically impossible for cookies to read personal information. Cookies can only store data that is provided by the server or generated by an explicit user action.

Can cookies be used to run programmes and deliver viruses to your PC? **No.** Cookies cannot be used to run programmes or deliver viruses to your computer.

You may delete cookies or prevent them being created and it should not impact on your use of this site but may impact usability – for instance you may need to reset the font size for each page if you wish to view the site in a bigger font size.

### **Review and Revision**

This policy will be reviewed annually by the Duxford Community Centre CIO and revised according to developments in legislation, guidance, accepted good practice and operational use.

Issued: 20<sup>th</sup> May 2019

Version: 1.0

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