

## **Ledbury Portal privacy policy**

We are committed to safeguarding the privacy of our website visitors; this policy sets 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, such as your IP address, geographical location, browser type, referral source, length of visit and number of page views;
- (b) information relating to any transactions carried out between you and us on or in relation to this website, including information relating to any purchases you make of our goods or services (including your name, your e-mail address, your phone number and your geographical location). We do not ask for or store your credit card or debit card details. If you make a secure payment using PayPal on our website, your private data resulting from the transaction is not held or reviewed by us in any way;
- (c) information that you provide to us for the purpose of registering with us (including your name, your e-mail address, your phone number and your geographical location);
- (d) information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters (including your name, your e-mail address, your URL, your phone number and your geographical location);
- (e) any other information that you choose to send to us.

### **(2) Cookies**

We use cookies on this website. A cookie is a text file sent by a web server to a web browser, and stored by the browser. The text file 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 send a cookie which may be stored by your browser on your computer's hard drive. We may use the information we obtain from the cookie in the administration of this website, to improve the website's usability, to recognise your computer when you visit our website and to personalise our website for you. We do not use cookies for marketing purposes. Our advertisers may also send you cookies.

Most browsers allow you to refuse to accept cookies. (For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector.)

We currently use Analog, Awstats and Webalizer to analyse the use of this website. These tools generate statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website.

### **(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) improve your browsing experience by personalising the website;
- (c) enable your use of the services available on the website;
- (d) supply to you services purchased via the website;
- (e) send statements and invoices to you, and collect payments from you;
- (f) send you general (non-marketing) commercial communications;
- (g) send you email notifications which you have specifically requested;
- (h) deal with enquiries and complaints made by or about you relating to the website.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

### **(4) Other disclosures**

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, 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 purposes of fraud prevention and reducing credit risk); and
- (d) to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.

Except as provided in this privacy policy, we will not provide your information to third parties.

### **(5) International data transfers**

Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this privacy policy.

If you are in the European Union, information which you provide may be transferred to countries (including the United States) which do not have data protection laws equivalent to those in force in the European Union. You expressly agree to such transfers.

## **(6) Security of your personal data**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

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

## **(7) 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 occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy policy by email.

## **(8) 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 (currently fixed at £10.00).

We will not process your personal data for marketing purposes.

## **(9) Third party websites**

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

## **(10) Updating information**

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

## **(11) Contact**

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email to [admin@ledburyportal.co.uk](mailto:admin@ledburyportal.co.uk) or by post to Ledbury Portal, 38 The Homend, Ledbury, Herefordshire, HR8 1BT.

This privacy policy is based on a template created and distributed by [www.website-law.co.uk](http://www.website-law.co.uk).