

# PRIVACY POLICY

This privacy policy sets out how Wellington Choral Society uses and protects any information that you give when you use the Society's website.

Wellington Choral Society (WCS) 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, you can be assured that it will only be used in accordance with this privacy policy.

We 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. This policy is effective from 1 June 2017.

## What WCS collects

Personal information provided by you will only be used for the purposes stated when the information is requested, i.e. in order for us to respond to a request for information made by you or to contact you if you have asked us to do so.

We may collect the following information:

- name and contact information including email address

## What WCS does with the information

We require this information only to enable us to contact you if you have asked us to do so.

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.

You may request details of personal information which we hold about you under the Data Protection Act 1998.

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. We will promptly correct any information found to be incorrect.

## Security

Wellington Choral Society is 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.

## Cookies

*As of 26th May 2012, all UK websites need to comply with the EU E-Privacy Directive 2009/136/EC which requires that it is made clear to visitors of this website that cookies are being used.*

### What is a Cookie?

A cookie is a small text 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 'remember' that you have visited a particular page and also tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Overall, cookies help 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 WCS.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can modify your browser setting to decline cookies if you prefer.

By using our website you are agreeing that it can place cookies on your hard drive.

### **Rejecting and disabling cookies via your browser settings**

If you do not wish this website to store any cookies during your visit, the documentation for your web browser will provide you with instructions on how to disable cookies. Please note that may prevent you from taking full advantage of this website.

### **What cookies does the WCS website use?**

We use traffic log cookies to identify which pages are being used. This helps to analyse data about web page traffic and improve the website in order to tailor it to visitor needs. We only use this information for statistical analysis purposes. Our website also includes certain features provided by third parties intended to improve your experience which use cookies. These are not within our control, but are listed below with sources of further information.

### **The WCS website uses the following third party cookies:**

- **Google Analytics**

WCS uses Google Analytics, a web analytics service provided by Google Inc. Google uses mainly Persistent Cookies and some session cookies\*. Google Analytics sets cookies to enable us to track the usage of pages on our website, and also to enable us to create content that meets the needs of users' browser, operating system and screen size. We collect no personally-identifiable information.

For more information, see [Google Privacy Policy](#)

## **Links to other websites**

The WCS 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 application to the website in question.

\* Further information about the types of cookies can be found at [www.allaboutcookies.org](http://www.allaboutcookies.org)

**UPDATED 1 JUNE 2017**