### PRIVACY POLICY

# **Website Privacy Policy**

This privacy policy is for this website; West Wales Activities Group - WWAG governs the privacy of its users who choose to use it. It explains how our website we <a href="https://www.wwag.wales">www.wwag.wales</a> complies with the GDPR (General Data Protection Regulation), the DPA (Data Protection Act) [pre GDPR enforcement] and the PECR (Privacy and Electronic Communications Regulations).

This policy will explain areas of this website that may affect your privacy and personal details, how we process, collect, manage and store those details and how your rights under the GDPR, DPA & PECR are adhered to. Additionally, it will explain the use of cookies or software, advertising or commercial sponsorship from third parties and the download of any documents, files or software made available to you (if any) on this website. Further explanations may be provided for specific pages or features of this website in order to help you understand how we, this website and its third parties (if any) interact with you and your computer / device in order to serve it to you. Our contact information is provided if you have any questions.

## The DPA & GDPR May 2018

We and this website complies to the DPA (Data Protection Act 1998) and already complies to the GDPR (General Data Protection Regulation) which comes into effect from May 2018. We will update this policy accordingly after the completion of the UK's exit from the European Union.

#### **Use of Cookies**

This website uses cookies to better the users experience while visiting the website. As required by legislation, where applicable this website uses a cookie control system, allowing the user to give explicit permission or to deny the use of /saving of cookies on their computer / device.

What are cookies? Cookies are small files saved to the user's computers hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website. Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors or use the cookie control system if available upon their first visit.

## **Website Visitor Tracking**

This website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computers hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information.

#### **Downloads & Media Files**

Any downloadable documents, files or media made available on this website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available users are advised to verify their authenticity using third party anti-virus software or similar applications. We accept no responsibility for third party downloads and downloads provided by external third party websites and advise users to verify their authenticity using third party anti-virus software or similar applications.

#### **Contact & Communication With Us**

Users contacting this us through this website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use.

Where we have clearly stated and made you aware of the fact, and where you have given your express permission, we may use your details to send you products/services information through a mailing list system. This is done in accordance with the regulations named in 'The policy' above.

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

Our use of your personal data will always have a lawful basis, either because it is necessary for Our performance of a contract with you or alternately because you have consented to Our use of your personal data (e.g. by subscribing to emails), or because it is in Our legitimate interests. We may use your data for the following purposes:

- Providing and maintaining your Account
- Personalising and tailoring your browsing experience on Our website
- Supplying Our products/services to you (We require your personal data in order to enter into a contract with you or to contact you)
- Personalising and tailoring Our products or services for you
- Replying to emails, contact form entries, phone messages from you;
- Supplying you with emails that you have opted into;
- Market research:

You have the right to withdraw your consent to us using your personal data at any time, and to request that We delete it from our records.

# Access to your information, correction, subject access request SAR

You have the right to request a copy of the information that we hold about you. If you would like a copy of your personal data, please email WWAG using the contact information on this website.

We want to make sure that your personal data is accurate and up to date. Feel free to ask us to correct / remove information you feel is inaccurate.

We also want you to know that you have the right to be forgotten. If you would like us to remove your data please contact us using our contact details on this website.

# **Email Mailing List & Marketing Messages**

We operate an email mailing list program, used to inform subscribers about products, services and/or news we supply/publish. Users can subscribe through an online automated process where they have given their explicit permission. Subscriber personal details are collected, processed, managed and stored in accordance with the regulations named in 'The policy' above. Subscribers can unsubscribe at any time through an automated online service, or if not available, other means as detailed in the footer of sent marketing messages (or unsubscribe from all wix-form lists). The type and content of marketing messages subscribers receive, and if it may contain third party content, is clearly outlined at the point of subscription.

Email marketing messages may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of subscriber data relating to engagement, geographic, demographics and already stored subscriber data.

Our EMS (email marketing service) provider is and you can read their privacy policy in the resources section.

# Social Media Policy & Usage

We adopt a Social Media Policy to ensure our group conducts themselves accordingly online. While we may have official profiles on social media platforms users are advised to verify the authenticity of such profiles before engaging with, or sharing information with such profiles. We will never ask for user passwords or personal details on social media platforms. Users are advised to conduct themselves appropriately when engaging with us on social media.

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page. You can find further information about some social media privacy and usage policies in the resources section below.

## **Changes to our Privacy Policy**

We may change this privacy policy statement at any time. These changes will take effect immediately. Any changes we make to our privacy policy will be posted on this page and, where appropriate, notified via email or via notifications on our site.

#### **Resources & Further Information**

• Overview of the GDPR – General Data Protection Regulation