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NORTHDALE HORTICULTURE **POLICIES AND PROCEDURES**

WEBSITE PRIVACY POLICY

Policy Statement

At Northdale Horticulture we are committed to safeguarding and preserving the privacy of the visitors to our Website, www.northdale.org.uk.

Scope

This Policy explains what happens to any personal data provided to the Charity, or that is collected from visitors to the site.

Procedure

Information Collected

In running and maintaining the website Northdale Horticulture may collect and process the following data:

- Information about a visitor's use of the site including details of the visits, such as pages viewed and the resources accessed. Such information includes traffic data, location data and other communication data.
- Information provided voluntarily by the visitor. For example, when they register for information or make a purchase.
- Information provided when the visitor communicates with the Charity by any means.

Use of Your Information

Northdale Horticulture uses the information collected from the visitor to provide our services. In addition to this the Charity may use the information for one or more of the following purposes:

- To provide information to the visitor that they requested in relation to its products or services.
- To inform the visitor of any changes to its website, services or goods and products.

Date of last review: 27 September 2017

Storing Your Personal Data

Unfortunately the sending of information via the internet is not totally secure and on occasion such information can be intercepted. Northdale Horticulture cannot guarantee the security of data that the visitor chooses to send us electronically. Sending such information is entirely at the visitor's own risk.

Disclosing Visitor's Information

Northdale Horticulture will not disclose personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

- In the event that the Charity sells any or all of the business.
- Where the Charity is legally required by law to disclose personal information.
- To further fraud protection and reduce the risk of fraud

Third Party Links

On occasion Northdale Horticulture ~~include~~ may include links to third parties on this website. Where a link is provided it does not mean that the Charity endorses or approves that site's policy towards visitor privacy. The visitor should review ~~their~~ the third party's privacy policy before sending them any personal data.

Access to Information

In accordance with the Data Protection Act 1998, visitors have the right to access any information held by Northdale Horticulture relating to them. Please note that the Charity reserves the right to charge a fee of £10 to cover costs incurred by it in providing such information.

Staff Training Requirements

Members of Staff and Volunteers will be made aware of this policy during their induction.

References

Data Protection Act 1998
Computer Misuse Act 1990

Related Policies and Procedures

Confidentiality, Record Keeping and Access to Information
Data Protection
IT Acceptable Use Policy

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