

## **Privacy Policy**

Clarborough & Welham Community website ("We") are committed to protecting and respecting your privacy.

This policy (together with our terms of website use <http://www.clarborough-welham.org.uk> and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the "Act"), the data controller is Clarborough & Welham IT Group c/o 43 St.Johns Drive, Clarborough, Retford, Notts. DN22 9NN, UK. Contact also via [cwitgp@gmail.com](mailto:cwitgp@gmail.com).

### **1 Information We May Collect From You**

We may collect and process the following data about you:

- Information that you provide by filling in forms on our site [www.clarborough-welham.org.uk](http://www.clarborough-welham.org.uk) ("our site"). This includes information provided at the time of posting material or requesting further services. We may also ask you for information when you report a problem with our site.
- If you contact us, we may keep a record of that correspondence.

### **2 Uses Made Of The Information**

We use information held about you in the following ways:

- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- To provide you with information or services that you request from us, where you have asked for such information.

### **3 Disclosure Of Your Information**

We may disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect our rights, property, or safety.

### **4 Your Rights**

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **5 Access To Information**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

### **6 Changes To Our Privacy Policy**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.