

VSGWL Policy

Website Privacy

Introduction

This policy sets areas where user privacy is concerned and outlines the obligations on the website owners.

Personal data, collected through website processes, processing, storage, retention and destruction is covered in the Data Protection policy.

The website

VSGWL takes a proactive approach to privacy for users of our website. We ensure the necessary steps are taken to protect the privacy of users.

Our website complies with all UK national laws and requirements for user privacy.

Use of cookies

Cookies are small files saved to the user's computer hard drive that track, save and store information about the user's interactions and usage of the website.

VSGWL may use cookies to remember personal settings chosen at the website. In no other context does VSGWL use cookies to collect information that identifies you personally. Most of the cookies we set are automatically deleted from your computer when you leave the website or shortly afterwards.

VSGWL uses anonymous session cookies (short-term cookies that disappear when a user closes their browser) to help navigate the website and make the most of the features.

Areas of the website requiring log-in will create a session cookie. This will also contain your user ID so that we can check which services you are allowed to access.

This website uses tracking software to monitor visitors to better understand how they use the site. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information.

Should users wish to deny the use and saving of cookies from this website onto their computer hard drive, they should take necessary steps within their web browser security settings to block all cookies from this website and its external serving vendors.

Personal information

Whilst using our website, software applications or services, you may be required to provide personal information (name, address, email, account details, etc.). We will use this information to administer our website, applications, client databases and marketing material. 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.

We will ensure that all personal information supplied is held securely in accordance with the Data Protection Act 2018 and GDPR regulation. You have the right at any time to request a copy of the personal information we hold on you. Should you wish to receive a copy of this, or would like to be removed from our database, please contact us at vsg@vsgwl.org.

Links to other websites

Our 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 applicable to the website in question.

Monitoring the policy

Responsibility for monitoring the application of this policy will rest with all staff and volunteers of VSGWL.

The policy will be reviewed every two years with the amendments being made as appropriate and communicated to all staff and relevant stakeholders.

Date of Adoption	<u>Aug '23</u>
Date of Review	<u>Aug 25</u>
Authorised	<u></u>
Title	<u>Chair</u>
Date	<u>01/08/23</u>