

## **Privacy Policy**

At Community Council for Berkshire (CCB) we recognize that privacy is important. It's important to CCB that our members retain their privacy when they take advantage of all that the CCB website has to offer. This privacy statement applies specifically to the website provided by CCB. The service contains public areas which may be viewed from any internet-connected PC. Other areas are restricted to access by members of the CCB or BALC service.

### **Signing up to our free E-Bulletin**

By clicking on this button you are signing up to receive our e-bulletin. The personal information you give us will be stored securely. The CCB website is hosted by a third party (Moonfruit) who is under an obligation to hold the information securely and confidentially in compliance with the Data Protection Act 1998 and is prohibited from making use of the information itself. If any of the information you have given us changes at any time, you can update this information.

### **Information Sharing**

CCB will not share personal information regarding individuals who become members except with permission when the information is requested, or by written permission thereafter. We will also share information in order to comply with our legal obligations or to protect and defend the rights and interests or property of CCB. By disclosing information about you to us on our web-site or in any other way, you consent to the use of that information in the manner set out in this policy.

### **Use of Cookies**

#### What's a Cookie?

A cookie is a little text file composed of alphanumeric characters, which is created on your computer when your browser accesses a website that uses cookies. These cookies are used to help your browser navigate our website and fully use all its features like logins, preferences, among other common features.

When someone visits our website we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of our website. We collect this information in a way which does not identify anyone.

We use a statistical analytics package to help analyse use of our website. This analytical tool uses 'cookies', which are text files placed on your computer, to

collect standard internet log information and visitor behaviour information in an anonymous form. The information generated by the cookie about your use of the website (including your IP address) is transmitted to Google. This information is then used to evaluate visitors' use of the website and to compile statistical reports on website activity.

Cookies are used when you login some areas of this site. If cookies were not available the site would not be able to remember that you've logged in as you move from page to page (it would be a major pain to have to log in to each and every page!).

We will not (and will not allow any third party) to use the statistical analytics tool to track or to collect any personally identifiable information of visitors to our site.

We use a limited number of third party cookies to provide specific functionality and these cookies are included in the list below:

**Google Analytics:**

These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

In addition to Analytics, Google's cookies allow us to integrate Google Maps and Google Plus one for content sharing. To opt out please click here: <https://tools.google.com/dlpage/gaoptout>

Facebook

These cookies are used when integrating Facebook and the sharing of content. For more info please click here: <https://www.facebook.com/about/privacy/>

Twitter

These cookies are used when integrating twitter feeds into our site's pages and to allow the sharing of content.

For more info please click here: <https://twitter.com/privacy>

Data Integrity

CCB processes personal information only for the purposes for which it was collected and in accordance with this Privacy Policy or any applicable service-specific privacy notice. We review our data collection, storage and processing practices to make sure that we only collect, store and process the personal information needed to provide or improve our services. We take reasonable steps to make sure that the personal information we process is accurate,

complete and current, but we depend on our users to update or correct their personal information whenever necessary.

#### Data Protection Act

As required by Data Protection legislation, CCB has notified the Data Protection Registrar of the types of information we hold, the purposes for which we hold it and the third parties to whom we may disclose it.

#### Notification of Change of Privacy Policy

Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Privacy Policy without your explicit consent and we expect that most changes will be minor. If the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of Privacy Policy changes). Each version of this Privacy Policy will be identified at the top of the page by its effective date and we will also keep prior versions of this Privacy Policy in an archive for your review. If you have any additional questions or concerns about this Privacy Policy, please feel free to contact us.