

# COOKIE & PRIVACY POLICY

Last revised 1 June, 2015

**This Cookie & Privacy Policy should be read in conjunction with the Website Terms and Conditions and forms a continuation of those Terms and Conditions.**

At the Private Library Association, we are committed to safeguarding and preserving the privacy of visitors to this website. This Policy explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit this website. We are committed to privacy and outline below the information we gather and use. This information will only be used lawfully. We do update this Policy from time to time so please do review this Policy regularly. We reserve the right to edit, amend or revise this Policy at any time.

## **Information we collect**

In running and maintaining this website we may collect and process the following data about you: information about your use of this website including details of your visits such as pages viewed and the resources that you access - such information includes traffic data, location data and other communication data; information provided voluntarily by you - for example, when you register for information or newsletters; information that you provide when you communicate with us by any means.

## **Use of cookies**

Currently, we do not use cookies. If it is decided in future that we will use cookies, this policy will be updated and a notice posted on the home page of a change in our cookies policy BEFORE any change takes place.

## **Storing your personal data**

In operating this website it may become necessary to transfer data that we collect from you to locations outside of the European Union for processing and storing. By providing your personal data to us, you agree to this transfer, storing or processing. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is treated stored securely. Unfortunately the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically, sending such information is entirely at your own risk. Information you provide to us will be stored on local PCs, laptops and or a portable device held at the home(s) or office(s) of our member(s) who has (have) been given the responsibility to gather information; process memberships or publication orders; contact members for any reason or administer the website. All persons with the responsibility of handling data accessed via the website or email have devices that are password protected. In addition, the website consultant, Helen Bantock Web Design, administers our IP address and has access to the information stored on this website.

## **Disclosing your information**

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in circumstances where we are legally required by law to disclose your personal information and or to further fraud protection and reduce the risk of fraud.

## **Third party links**

As a feature of this website we include links to third parties, primarily, but not restricted to, bibliographic resources we feel useful to the book collector. Where we provide a link it does not mean that we endorse or approve that site's policy towards visitor privacy. You should review their privacy policy before sending them any personal data. In the event you request to pay us via PayPal they may place cookies on your computer. We cannot take any responsibility for the contents or behaviour of third-party sites.

## **Emails, contact and subscription details**

The internet and use of e-mail are not secure and by using these methods to communicate with us you accept that there are risks associated with sending information via this method. We accept no liability occasioned by any loss or damage caused by such communication.

## **Access to information**

In accordance with the Data Protection Act 1998 you have the right to access any information that we hold relating to you.