

## **WEBSITE PRIVACY POLICY**

Eckling Grange is committed to ensuring the privacy of our Residents, Employees and Visitors to our websites. We ensure that we comply with Data Protection regulations that require that any data you provide to us is processed with due care and attention and is held securely.

This privacy policy explains how we collect and use the very limited personal information we acquire about you when you use these websites. It describes how we intend to protect your privacy, your rights and the manner in which any personal information that can be associated with you (including, for example, your name, e-mail address and data collected about your on-line activities on our websites).

### **Collecting your information**

You can access our website without giving us your personal information. However, you may choose to provide us with some personal information on certain pages of the websites, for instance by completing the contact us form. By submitting your personal information in this way, you consent to our use of the information as set out in this policy until such time you choose to unsubscribe.

### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. Although we will not collect personal data on you unless you provide this to us, we do store a session cookie on your computer for the duration of your visit. This records your IP address, the pages you navigate between and the time and duration of your visit. This helps us to monitor overall traffic to the website. We do not use cookies to monitor your particular use of our website.

You can set your browser not to accept cookies. However, in a few cases some of our website features may not function as a result.

## **How we use your information**

This will be used to provide you with information that you request from us, deal with enquiries that you may make and enables us to provide you with information that we feel may be of interest to you.

When you visit our website, a record of your visit is made. That data is used anonymously, in order to determine the number of people who visit our websites and the most frequently used sections of the sites. This enables us to continually update and refine the sites. If you use any forms on the websites to send an email to us, a record will also be made of your email address.

We may collect, hold, use and disclose the information collected to compile statistical data and to; maintain our database; develop/improve our websites; respond to any email enquiries.

We will not use or disclose your personal information for any other purpose which is not related to the above without your consent. We do not give or sell your personal information to third parties.

## **Security and Disclosures of the Personal Information**

We take your privacy very seriously and we have data protection policies and processes in place to safeguard personal information. Robust security has always been a crucial part of what we do.

## **Correction Requests**

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate or out of date.

## **Finally,**

Any policy changes, both due to business reasons or future changes in legislation, will be posted on this page, and if substantial, may be promoted on the website or through e-mail notification.

We take any complaints very seriously. We encourage people to notify us immediately if they think that our collection or use of information is inaccurate, unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. If you wish to complain about this policy or any of the procedures set out in it please contact [info@ecklinggrange.org.uk](mailto:info@ecklinggrange.org.uk)