



Privacy Policy – Stotfold Mill web site

This privacy policy sets out how Stotfold Mill Preservation Trust uses and protects any information that you give Stotfold Mill Preservation Trust when you use this website.

Stotfold Mill Preservation Trust is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Stotfold Mill Preservation Trust may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from [date].

What we collect

If you submit a general enquiry or use any of the forms on our web site, we will collect the following information:

- name
- contact information including email address
- any other information you may supply as part of the enquiry or form

What we do with the information we gather

We require this information solely for the purpose of responding to your enquiry or application. Your information will be passed to an appropriate person within our organisation to deal with your enquiry and respond to you.

Once we have dealt with your enquiry, all emails and personal information will be deleted unless you have given us permission to retain the information for a specific reason. If you join our volunteer team, we will separately record your details on our volunteer database, and explain to you the terms under which that information is held.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable

physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

We use cookies to compile visitor statistics such as how many people have visited our website, what type of technology they are using (e.g. Mac or Windows which helps to identify when our site isn't working as it should for particular technologies), how long they spend on the site, what page they look at etc. This helps us to continuously improve our website. These so called "analytics" programs also tell us how people reached this site (e.g. from a search engine) and whether they have been here before helping us to put more money into developing our services for you instead of marketing spend.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

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.

Controlling your personal information

We will not sell, distribute or release your personal information to third parties unless we are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A fee of £10 will be payable, to cover administration costs. If you would like a copy of the information held on you please write to Stotfold Mill Preservation Trust, Stotfold Mill, Mill Lane, Stotfold SG5 4NU.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.