

## **Website Privacy Policy**

This Privacy Policy is for the website [www. winchclientdb.appspot.com](http://www.winchclientdb.appspot.com) which is operated by Winchester Basics Bank, a charity registered in England and Wales: 1102470.

Winchester Basics Bank is committed to protecting the privacy of users of this website.

### **Scope of this Policy**

This Policy only applies to the use that we make of data provided to us via this website. Other uses may be made of data provided to Winchester Basics Bank in correspondence, by telephone or by other means not detailed in this Policy. These terms apply in addition to the *Terms and Conditions of Use* for the website.

This website hosts the Winchester Basics Bank Online Referral Database which is used to deliver the Winchester Basics Bank service. We invite referral agents to supply personal information on behalf of their service users in order for us to authenticate their identity, check eligibility and/or to provide them with services. Referral agents are also asked to provide limited personal information about themselves in order for us to contact them in relation to providing Winchester Basics Bank services. In order to deliver such services, we will need to process and store this personal information.

By submitting your personal information, you consent to such processing in connection with the provision of our services and for any other purposes to which you consent at the time you provide the information or as provided in this privacy policy.

### **Data Protection**

Winchester Basics Bank is registered in accordance with and seeks to comply with the UK Data Protection Act 1998.

We follow appropriate security procedures in the storage and disclosure of personal information so as to prevent unauthorised access by third parties. We do not transfer personal information to third parties without the consent of the person to whom it relates, unless exceptional circumstances exist as detailed in clause 2.2.10 of our Data Protection Policy.

We may provide aggregate statistics about our users, traffic patterns and related site information to our third-party partners (if any), but these statistics will not contain any identifiable information about individuals.

Every effort has been made to ensure a safe and secure form to email submission process. However, the Internet is not a totally secure medium and users submitting personal information via this website do so at their own risk and acknowledge and agree that Winchester Basics Bank shall not be responsible for any unauthorised use, distribution, damage or destruction of personal data, except to the extent we are required to accept such responsibility by the Data Protection Act 1998.

### **Why we need to collect information from you**

This section notifies you as to the types of information we may collect as well as the uses we intend to make of that information. We may use the information we collect about referral agents to notify you from time to time about important new features and changes to our online or other services, or to answer questions or queries you may have. In the normal course of providing our services, we do not contact Winchester Basics Bank service users directly after they have used our service, unless they have given permission.

We ask for the following personal information for potential service users: first name, last name, date of birth, address (and previous address if it has changed in the last 12 months). This is so that we can check the service user is eligible to receive help from Winchester Basics Bank. This information will not be used for any other purpose, nor will it be shared with any third parties. It will be stored securely in our database for two years. We also ask for an indication of why a service user needs to use Winchester Basics Bank. This is for the purpose of reporting in aggregate the reasons why people need to use emergency food and clothing provision, and to help our staff and volunteers to sign post to further help, where appropriate.

Subject to what we said above under “Data Protection”, we will not pass on personal details provided to us via this website to any third party, including site sponsors or advertisers, without your consent.

## **Communications**

This website may operate an email newsletter program used to inform subscribers about services offered by this website and by Winchester Basics Bank in general. Users can subscribe through an online automated process should they wish to do so, at their own discretion. Some subscriptions may be manually processed if prior written or oral agreement has been granted.

Subscriptions are taken in compliance with UK Spam Laws detailed in the Privacy and Electronic Communications Regulations 2003. All personal details relating to subscriptions are held securely and in accordance with the Data Protection Act 1998. No personal details are passed on to third parties nor shared with companies/people outside of Winchester Basics Bank. Under the Data Protection Act 1998 you may request a copy of the personal information held about you by this website's email newsletter program. A small fee will be payable. If you would like a copy of the information held on you please write to the business address at the bottom of this policy.

Email marketing campaigns published by this website or its owners may contain tracking facilities within the actual email. Subscriber activity is tracked and stored in a database for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity (this is not a comprehensive list).

This information is used to refine future email campaigns and supply the user with more relevant content based around their activity.

In compliance with UK Spam Laws and the Privacy and Electronic Communications Regulations 2003 subscribers are given the opportunity to Un-subscribe at any time through an automated system. This process is detailed at the footer of each email campaign. If an automated un-subscription system is unavailable, clear instructions on how to un-subscribe will be detailed instead.

## **The Use of Cookies**

Since 26 May 2011 the law has stated that cookies can only be used by a website with the specific consent of its users. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to

make websites work, or work more efficiently, as well as to provide information to the owners of the site. The table below explains the cookies we use and why.

<b>Cookie</b>	<b>Purpose</b>
<b>Wp-settings-3</b> <b>Wp-settings-time</b>	This is used to customize your view of admin interface, and possibly also the main site interface

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

### **Links and Third Party Advertising**

Any links on the website may take you to third party sites over which we have no control. Similarly, advertisements appearing on this website may be posted by third parties who may use their own cookies and have their own privacy policies. When linking to another website you should read the privacy policy stated on that website.

This privacy policy covers the use made of cookies and personal data by Winchester Basics Bank and does not cover the use made of cookies and personal data by any third parties.

### **Linking to our website**

You may not display the contents of this website (or any page from it) independently of the website or allow it to be displayed surrounded or framed or otherwise surrounded by material not originating from us without our consent.

### **Links to other websites**

On this website you may be offered automatic links to other websites. While we hope you will be interested in those websites, the content on those pages is not subject to our control, their owners may be independent from us and we do not endorse or accept any responsibility for their content.

### **Feedback, Comments & Suggestions**

If you have any queries about our Privacy Policy or any queries about the protection of personal information we hold about you, please do not hesitate to contact us: our address is Winchester Basics Bank. 21a Penton Place, Milland Road, Highcliffe, Winchester, SO23 0PZ. Tel: 01962 855774, 07581 370020, Email:Winchbbank@gmail.com

If you do not agree with this Privacy Policy you should not submit personal information on this website.