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At **the Barnes Literary Society** we are committed to protecting and respecting your privacy. This Policy explains when and why we collect personal information about our members and people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes.

Any questions regarding this Policy and our privacy practices should be sent by email to **info@barnesliterarysociety.org.uk**

WHO WE ARE
We are **The Barnes Literary Society, a not-for-profit membership organization based in south west London.**

HOW DO WE COLLECT INFORMATION FROM YOU?
- We collect your details via enquiry forms on our website
- We collect information on your IP address via Cookies

WHAT TYPE OF INFORMATION IS COLLECTED FROM YOU?
The personal information we might collect from you includes your **name, email address, telephone number , IP address** and information about which pages on our website you have accessed and when.

HOW IS YOUR INFORMATION USED?
We may use your information to:
- Enable us to respond to an enquiry via our online enquiry form
- Enable us to monitor traffic to our website

We will hold your personal information on our systems for as long as is necessary for the relevant activity.

WHO HAS ACCESS TO YOUR INFORMATION?

We will not sell or rent your information to third parties.
We will not share your information with third parties for marketing purposes.

Sevice providers acting on our behalf
Third parties who may have access to the information include our web developer,
Our web developer is bound by a contract that prevents them from using your data in any way. Google has a privacy policy which you can see below.

Google privacy policy

COOKIES
Our website uses cookies* which keep a browser record of which IP addresses are accessing the site for the following reasons:

Analytics
We use Google analytics to see how many people have accessed our website and what pages they have spent time reading. It also tells us whether people are visiting our site as a result of search engine traffic or through links from other websites or marketing emails. Google analytics relies only on IP addresses to collect this information. You can read the Google data protection policy here.

Security
W use a third party plugin Wordfence which scans IP addresses such that we can block access to our site from known spammers and hackers.

Functionality
Our site is built in Wordpress which requires the collection of IP information for any with access to update the site.
Any transaction which involves a user of our website providing information on a form in which a thank you notice appears involves the use of cookies

It is possible to disable cookies via your browser but it may affect the functionality of our site.

Any data from information provided by cookies is only shared with the third parties listed above.

YOUR CHOICES
We need to let you know that you have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about the Barnes Literary Society then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.
We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email: info@barnesliterarysociety.org.uk

HOW CAN YOU ACCESS OR UPDATE YOUR INFORMATION?

The accuracy of your information is important to us. If you wish to know what if any data we hold on you please email us at: **info@barnesliterarysociety.org.uk** or write to us at: **Barnes Literary Society, PO Box 28868, London, SW13 9HX**.
If you wish us to delete your information from our records we will do so.

UNSUBSCRIBING FROM MARKETING EMAILS
If you unsubscribe from our marketing email list we will not send you any further emails however we will still keep your email address on file. If you wish your details to be completely deleted please email us at **info@barnesliterarysociety.org.uk**

LINKS TO OTHER WEBSITES
Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

DATA BREACHES
We have policies in place to help prevent data breaches. Data that we collect is done so via an encrypted connection. Any data we hold on our own computers in spreadsheet or database form is password protected .

Malicious Activities
We take measures to avoid loss of data as a result of malicious activities, which include

Hacking incidents / Illegal access to databases containing personal data
Theft of computing devices (portable or otherwise), data storage devices, or paper records containing personal data
Failure of cloud computing cloud storage security / authentication / authorisation systems

Reporting Breaches
We have an obligation to report actual or potential data protection compliance failures. This allows us to:

Investigate the failure and take remedial steps if necessary
Maintain a register of compliance failures
Notify the Supervisory Authority of any compliance failures that are material either in their own right or as part of a pattern of failures

Under the GDPR, the DPO is legally obliged to notify the Supervisory Authority within 72 hours of the data breach (Article 33). Individuals have to be notified if adverse impact is determined (Article 34). In addition, we must notify any affected clients without undue delay after becoming aware of a personal data breach (Article 33).

We do not have to notify the data subjects if anonymised data is breached. Specifically, the notice to data subjects is not required if the data controller has implemented pseudonymisation techniques like encryption along with adequate technical and organizational protection measures to the personal data affected by the data breach (Article 34).

Footnotes

An HTTP cookie (usually just called a cookie) is a simple computer file made of text. The information stored in cookies can be used to personalise the experience when using a website. A website can use cookies to find out if someone has visited a website before and record information (data) about what they did.

When someone is using a computer to browse a website, a personalised cookie file can be sent from the website's server to the person's computer. The cookie is stored in the web browser on the person's computer. At some time in the future, the person may browse that website again. The website can send a message to the person's browser, asking if a cookie from the website is already stored in the browser. If a cookie is found, then the data that was stored in the cookie before can be used by the website to tell the website about the person's previous activity. Some examples where cookies are used include shopping carts, automatic login and remembering which advertisements have already been shown.

Cookies have been a problem for Internet privacy. This is because they can be used to track browsing behavior. Cookies have often been mistaken for computer programs. But cookies cannot do much on their own. They are simply a piece of data. They are occasionally called spyware or viruses, but they are not either of these.

Most web browsers allow users to choose whether to accept cookies. If the user does not allow cookies, some websites will become unusable.