Website privacy policy template

At Alma House we respect your privacy, and aim to comply with the latest data protection regulations. This policy explains how we collect and handle data relating to website visitors. Please note that this policy may be altered in the future. It was last updated on [date].

Who collects the information?

The information is being collected by Alma House, and the person responsible for handling data is [name], who can be contacted via email at [email address], or by writing to [postal address]. Alternatively, phone: [phone].

How do we collect information?

Information can be collected in the following ways:

- If you contact us

Anonymous data (relating to your computer/device, not to you personally) is also collected whenever someone merely visits one of our web pages. This uses the Google Analytics service (see below), and it involves the use of cookies (see below).

What information is collected?

For enquiries we will only collect the minimum information required for the purposes of being able to contact you and make an accurate record of the booking

The anonymous data relating to website traffic is limited to details of the device or connection being used to access our website (including the IP address of your computer, the country the connection is made from, the browser, etc.) and a record of the pages visited, plus the time spent on each page.

How is your data used?

When you contact us, make a booking or sign up for our newsletter, your data is only used for the corresponding purposes. We will not pass your contact details and other personal data to a third party.

Some data will also be used for internal record keeping (e.g. for the accounts that we are legally obliged to maintain), and to help us assess how to improve the services that we offer.

Anonymous data collected from cookies is used purely to compile statistics regarding the website traffic so that we can judge how well the website is performing. The data is collected and the statistics are compiled using the Google Analytics service. Click for general information about how Google's services impact your privacy, or click for the Google Analytics privacy policy.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your personal information with third parties for marketing purposes. Personal information will only be given to a third party when we are legally obliged to do so.

Anonymous data derived from cookies may be shared with third parties, but only for technical purposes, not marketing ones.

Your consent

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. You can change your marketing preferences at any time by contacting us by email: colinjchapman@msn.com or telephone on 07970 676 407.

How you can access and update your information

The accuracy of your information is important. If you change your email address, or if you believe any of the other information we hold is inaccurate or out of date, please email us at: colinjchapman@msn.com, or write to us at: 19, Gelligaer Gardens, Cardiff, CF24 4LT. Alternatively, you can telephone 07970676407. We will promptly correct any information found to be incorrect.

You have the right to ask for a copy of the information we hold about you, and this will be sent to you in electronic format free of charge.

Your right to restriction

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for marketing purposes;

- If you do not want Google Analytics to compile anonymous statistics about the interaction between your device and our website, you can download and install the Google Analytics Opt-Out Browser Add On.

Your right to be forgotten

Data will only be stored for as long as it is needed. Unnecessary data will be erased.

The security of your information

When details such as your name and email address are submitted via a contact form or email, this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

details on any of our systems; instead we use PayPal, which is a secure online payment gateway to process credit card payments and debit card payments on our behalf.

Breach notification

If we hold records of your personal data and we become aware of a data breach, we will endeavour to inform you of this within 72 hours.

Links to other websites

Our website contains links to other websites of interest. You should note that we do not have any control over those websites, and so cannot be responsible for the protection and privacy of any information which you provide whilst visiting them.

Users under 18 years of age

Any user under 18 years of age must have their parents'/guardians' consent to use our website. Users without this consent are not allowed to provide us with personal information.

Cookies

A cookie is a small file sent to your computer's hard drive by a web page that you visit. Cookies allow web applications to recognise your device (not you personally) as you move from one page on the site to another, or if you revisit the site within a certain period of time. If you express a preference on a web page, for instance, that preference can then be recalled in the future. A cookie in no way gives us access to other files on your computer or to any other of your device's functions.

We use traffic log cookies to compile statistics about the popularity of pages on our site and about how people have arrived here. This helps us improve our website. We only use this information for statistical purposes.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, however, you can usually modify your browser settings to decline or block cookies if you prefer.

The following table indicates which cookies we are using and what they do.

Cookie	ID	Purpose
Google Analytics	_utma _utmb _utmc _utmz	These cookies are used to collect information about how visitors use our site, which we use to help improve it. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

CMS	PHPSESSID	This stores information anonymously merely to note whether visitors to the website are logged into the content management system or not.
Cookie warning	cc_cookie_accept	This simply stores your acceptance of the warning about cookies on the website home page.
Calendar	ABCPro	This enables the calendar system to display the correct month. It stores no information about the visitor.

What to do if you don't want cookies to be set

If you prefer, it is possible to block some or all cookies, or even to delete cookies that have already been set; but you need to be aware that some functions of the website might become inoperable. If you use the Internet Explorer browser, find out more info HERE. If you use Firefox, see the information HERE. If you are using Safari, see HERE.

Acceptance of these terms

By using our website, you signify your acceptance of the terms of our privacy policy. If you do not agree to the terms of our privacy policy, please do not use our website. Your continued use of our website following the posting of any changes to our privacy policy will mean that you accept those changes.