



v1.0

Cowfold Village History Society

Website Privacy Policy

Introduction

The policy defines the personal information that this website collects, why we collect it and how we protect it.

About This Website

The website is hosted by 1and1 under a shared hosting package contract. This means that the website software runs on shared 1and1 owned servers, which are accessed via our individual domain and is stored on a separate partition of the hard drive space. A major advantage of this arrangement is that 1and1 takes responsibility for maintenance, repair and updating tasks and for the security of the website data.

The website is built using the widely-used, open-source software package, WordPress. This (together with the website “theme” software and any associated plugins) is updated on a regular basis to maintain protection against new security threats. For additional security, the website software is regularly backed up using a premium plugin and stored in a personal Dropbox account.

The Society’s email account (info@cowfoldhistorysociety.org.uk) is also hosted by 1and1 as part of our website shared hosting package. An option has been taken out for additional protection against spam and virus attack.

How We Store and Use Your Personal Information

This website collects and uses personal information as follows:

Site visit tracking

This site uses Jetpack by WordPress.com to track user visits and determine the number of people accessing our site, which pages are most popular and how the number of visits varies over time. None of the collected data personally identifies you.

Jetpack may make use of cookies to log which pages you visit but this can be disabled within your internet browser.



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Contact form

If you contact us using the form on our Contact Us page, the data you supply – name, email address and message/comment - is initially stored within the website database and then downloaded to the Administrator's computer and stored in an Excel file on the hard drive. (Please note that you are asked to tick a check box to confirm that you are happy for us to keep a copy of the information in our database.)

Updates to the computer operating system and associated security software are installed as soon as possible after they become available for downloading. Files stored on the computer are backed up on a regular basis to a local dedicated hard drive storage device.

Email links

Emails sent to our info@cowfoldhistorysociety.org.uk address are stored in secure data centres managed by 1and1. They are accessed on the administrator's computer using the Microsoft Outlook email client software. Any updates to this software are installed as soon as they become available.

Data Breaches

We will report any loss of personal information to all relevant parties within 72 hours.

Data Removal

If you wish your personal information to be deleted, please send a request to our email account: info@owfoldhistorysociety.org.uk.