

## WEBSITE POLICIES

### 1. Take down policy

- 1.1 If you consider that the content of a resource within or accessed via, the GBWR website infringes UK law, please notify GBWR by contacting [info@gbwr.org.uk](mailto:info@gbwr.org.uk). Please include the URL of the resource and the reason for withdrawal.
- 1.2 Your complaint will be acknowledged and an initial assessment will be undertaken within 5 working days of GBWR staff become aware of the complaint. We aim to acknowledge and assess the complaint on the day of receipt or the next working day thereafter.
- 1.3 Where grounds for complaint are plausible, the material will be withdrawn from public view.
- 1.4 It may be necessary for us to seek legal advice before the complaint can be fully resolved.
- 1.5 If the complaint is well founded, the material will be permanently withdrawn from the website. This will be agreed on a case by case basis.

### 2. Privacy policy

- 2.1 Purpose of this Statement:
  - 2.1.1 This statement tells you how GBWR will collect and process your personal data when you access this website.
- 2.2 Automated Collection of Personal Information: As with most other web servers, when you access these web pages certain information you provide will automatically be recorded by GBWR. This will include your IP address, browser type, and information relating to the page you last visited. This information is processed to estimate how much usage of the server is made by different categories of users and in the event of a breach of security may be used to aid detection.
- 2.3 Non-Automated Collection: Where you are required under this website to provide personal data this data will be used for the following purposes:
  - 2.3.1 Collating and responding to feedback on our service.
- 2.4 Third Party Access: Your personal data that you have provided will not be sent to other third parties and will remain confidential, accessible only by those who have a legitimate need to know within the GBWR. In the case where GBWR's partners would like to contact members or site users, GBWR will seek the permission of members or site users first.
- 2.5 Cookies: This website uses cookies. Cookies set by our website can be read by our web server and may contain information you have provided to us for use in connection with the purposes outlined under 2, 3 and 8.

- 2.6 Security & Data Retention: We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires.
- 2.7 Accessing & Updating: You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us at [info@gbwr.org.uk](mailto:info@gbwr.org.uk). If you do require GBWR to provide you with the information we hold about you, GBWR may charge a small fee to cover administration costs, as entitled by law.
- 2.8 Changes to this statement: This statement and therefore the ways in which your data may be processed can be changed from time to time. Any changes will only be notified via the GBWR policy web page.
- 2.9 Web site usage statistics: GBWR uses a reputable website analytics system, Google Analytics. This system helps GBWR to see how our web site can be improved for the benefit of our users.

#### 2.9.1 Google Analytics - Privacy Policy

"At Google, we pursue ideas and products that often push the limits of existing technology. As a company that acts responsibly, we work hard to make sure any innovation is balanced with the appropriate level of privacy and security for our users. Our Privacy Principles help guide decisions we make at every level of our company, so we can help protect and empower our users while we fulfil our ongoing mission to organize the world's information.

**1. Use information to provide our users with valuable products and services.** "Focus on providing the best user experience" is the first tenet of Google's philosophy. When users share information with us, it allows us to build services and products that are valuable to them. We believe that focusing on the user fosters both the products and privacy-enhancing features that have fuelled innovation and built a loyal audience of users online.

**2. Develop products that reflect strong privacy standards and practices.** Our ambition is to be at the leading edge of technology, including the development of tools that help users manage their personal information in a simple, accessible manner without detracting from a valuable user experience. We comply with privacy laws, and additionally work internally and with regulators and industry partners to develop and implement strong privacy standards.

**3. Make the collection of personal information transparent.** We strive to show users the information used to customize our services. Where appropriate, we aim to be transparent about the information we have about individual users and how we use that information to deliver our services.

**4. Give users meaningful choices to protect their privacy.** People have different privacy concerns and needs. To best serve the full range of our users, Google strives to offer them meaningful and fine-grained choices over the use of their personal information. We believe personal information should not be held hostage and we are committed to building



products that let users export their personal information to other services. We don't sell users' personal information.

**5. Be a responsible steward of the information we hold.** We recognize our responsibility to protect the data that users entrust to us. We take security issues seriously and work together with a large community of users, developers and external security experts to make the Internet safer and more secure.

For more information on how we put these principles into practice including tools to help you control your own personal settings, visit our Privacy Center.”

- 2.10 Contact: if you have any queries relating to the privacy statement then please contact GBWR at [info@gbwr.org.uk](mailto:info@gbwr.org.uk). If you feel dissatisfied with the response given then please contact the National Development Director ([kirsty.clarke@gbwr.org.uk](mailto:kirsty.clarke@gbwr.org.uk)).