

## **Pen-y-Graig Privacy & Data Policy**

This Privacy Policy describes how your personal information is collected, used, and shared when you visit or submit contact information via [www.penygraig.org](http://www.penygraig.org) (the "Site").

### **PERSONAL INFORMATION WE COLLECT**

When you visit the Site, we automatically collect certain information about your device, including information about your web browser, IP address and time zone. Additionally, as you browse the Site, we collect information about the individual web pages or products that you view, what websites or search terms referred you to the Site, and information about how you interact with the Site. We refer to this automatically-collected information as "Device Information."

#### **We collect Device Information using the following technologies:**

- "Cookies" are data files that are placed on your device or computer and often include an anonymous unique identifier. For more information about cookies, and how to disable cookies, visit <http://www.allaboutcookies.org>.

- "Log files" track actions occurring on the Site, and collect data including your IP address, browser type, Internet service provider, referring/exit pages, and date/time stamps.

- "Web beacons," "tags," and "pixels" are electronic files used to record information about how you browse the Site.

Additionally when you complete a contact form we collect the data you have submitted, this information is only used to contact you and not disclosed to any third parties.

We refer to this information as "Contact Information."

When we talk about "Personal Information" in this Privacy Policy, we are talking both about Device Information and Contact Information.

### **HOW DO WE USE YOUR PERSONAL INFORMATION?**

We use the contact Information that we collect to contact you after you have filled in a contact form or emailed us directly. Additionally, we use this Contact Information to:

Communicate with you;

When in line with the preferences you have shared with us, provide you with information relating to our products or services.

We use the Device Information to generally to improve and optimize our Site (for example, by generating analytics about how our visitors browse and interact with the Site, and to assess the success of our marketing and advertising campaigns).

## **SHARING YOUR PERSONAL INFORMATION**

We never share your Personal Information with third parties.

We also use Google Analytics to help us understand how our visitors use the Site--you can read more about how Google uses your Personal Information here:

<https://www.google.com/intl/en/policies/privacy/>. You can also opt-out of Google Analytics here:

<https://tools.google.com/dlpage/gaoptout>.

Finally, we may also share your Personal Information to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, or to otherwise protect our rights.

## **DO NOT TRACK**

Please note that we do not alter our Site's data collection and use practices when we see a Do Not Track signal from your browser.

## **YOUR RIGHTS**

If you are a European resident, you have the right to access personal information we hold about you and to ask that your personal information be corrected, updated, or deleted. If you would like to exercise this right, please contact us through the contact information below.

Additionally, if you are a European resident we note that we are processing your information in order to fulfil contracts we might have with you (for example if you make an order through the Site), or otherwise to pursue our legitimate business interests listed above. Additionally, please note that your information will be transferred outside of Europe, including to Canada and the United States.

## **DATA RETENTION**

When you place an order or contact us through the Site or email, we will maintain your Order/contact Information for our records unless and until you ask us to delete this information.

## **CHANGES**

We may update this privacy policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

## **CONTACT US**

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us by e-mail at [info@penygraig.org](mailto:info@penygraig.org) or by mail using the details provided below:

Pen-y-Graig, Llanbrynamir, Powys, SY19 7AB