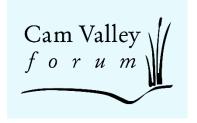
## **Privacy Notice & Cookies Policy**



At Cam Valley Forum we are committed to maintaining the trust and confidence of our visitors to our web site and subscribers to our newsletter. Here you'll find information on how we treat the data that we collect on you if you visit our website, ask to receive our newsletter or register as a volunteer, supporter or member.

#### Visitors to our Website

When someone visits <a href="www.camvalleyforum.uk">www.camvalleyforum.uk</a> we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. You can find more information on how cookies are used on this website in the Cookies Policy below.

If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will be clear what we intend to do with it. For example, if you register as a volunteer on our website and say you would like to join working parties, we will ask if you can swim. This is because our working parties often take place near water and this information helps us keep you safe.

## Newsletter, volunteering and membership Sign Up

As part of the registration process for our occasional newsletter or to register as a volunteer, member or donor, we collect personal information. We use that information for a couple of reasons: so we know where to send the newsletter; to tell you about stuff you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to satisfy HMRC's requirement that we know your address if you make a gift aid donation, or to check our records are right. We don't rent or trade email lists with other organisations and businesses.

Currently David, our Newsletter Editor, sends out the newsletter from his personal email account using bcc to avoid disclosing your email address to others. We may in future switch to using a third party provider, such as MailChimp, to deliver our newsletter. If we did this, we would use their systems to gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see <a href="MailChimp's privacy notice">MailChimp's privacy notice</a>. You can unsubscribe to general mailings at any time by by emailing David Brooks on <a href="mailto:davidbrooks@btinternet.com">davidbrooks@btinternet.com</a>, our Newsletter editor

## **Sharing information**

We don't do it. Your personal information is held securely on the password protected personal computers owned by the members of the Cam Valley Forum Committee who need to see it. For example, the Treasurer might need to contact you with a question about your membership

subscription. We never share your personal information with other organisations (An exception would be if official bodies such as HMRC demanded it)

## **Processing information**

As a small not-for-profit organisation, our systems are basically just a spreadsheet version of a pencil and paper address list. We only "process" the basic information necessary to establish or maintain membership or support, or to provide or administer activities for our members and others in regular contact with us. We only hold information about the individuals that we need to hold for these purposes, and we don't process more personal data than is necessary for these basic purposes.

Our understanding from the self assessment tool on the ICO website is that we are therefore exempt from registration. <a href="https://ico.org.uk/for-organisations/data-protection-fee/data-protection-fee-self-assessment/">https://ico.org.uk/for-organisations/data-protection-fee/data-protection-fee-self-assessment/</a>

Nevertheless, we take care to make sure that we act in accordance with the principles of the GDPR regulations: ie Fairness, transparency, accuracy, security, data minimisation and respect for the rights of the individual. If, as we grow, it becomes apparent that we do need to register, we'll update our systems and this privacy notice appropriately.

#### **Links to Other Web Sites**

This privacy notice does not cover the links within this site linking to other websites. Those sites are not governed by this Privacy Policy, and if you have questions about how a site uses your information, you'll need to check that site's privacy statement.

#### **Access to Your Personal Information**

You are entitled to access the personal information that we hold. Email your request to David Brooks <u>davidbrooks@btinternet.com</u> who is acting as our data protection officer

# **Cookies Policy**

We do not knowingly use Cookies on our website, other than those that may be used by third parties such as Google Analytics.

### What is a cookie?

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

## **Changes to this Privacy Notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 26 May 2025

Ref 19072 v4 updated 26 05 2025 Anne Miller