



Stroud Community Web Privacy Policy

Stroud Community Web only collects personal information for purposes which are directly related to our functions or activities under the Privacy Act, and only when it is necessary for or directly related to such purposes e.g. when people ask to be on an email or mailing list so that our Stroud Community Web can send them a News Post.

We also collect personal information as part of our normal communication processes directly related to those purposes, including:

- when an individual emails a site administrator
- when an individual phones a site administrator we may store their phone number on our telephone system

We only use personal information for the purposes for which it was given to us, or for purposes which are directly related to one of our functions or activities, and we do not sell, give or lend it to other, organisations, third parties or anyone else unless one of the following applies:

- the individual has consented
- the individual would reasonably expect, or has been told, that information of that kind is usually passed to those individuals, bodies or agencies
- it is required or authorised by law.

We take steps to protect the personal information we hold against loss, unauthorised access, use, modification or disclosure and against other misuse. These steps include password protection for electronic files. When no longer required, personal information is destroyed or deleted.

When an individual looks at our website, our site makes a record of the individual's visit and logs (in server logs) the following information for statistical purposes:

- the individual's server address
- the pages the individual accessed and documents downloaded
- the previous site the individual visited and
- the type of browser being used.

We do not identify users or their browsing activities.

Cookies

Our website uses session cookies during a search query of the website. The website statistics for this site are generated from the server logs as outlined above. When an individual closes their browser the session cookie set by our website retains unless the browser is set to delete cookies after session.

Site security

Individuals who choose to join our email lists, complete online forms or lodge enquiries will have their contact details stored on databases. Only Stroud Community Web site administrators have access to the website's backend system, which is password protected. We do not collect any sensitive data like credit card details on this site. Individuals making a purchase of any titles related to the site are re-directed to an affiliate's own secure retail site.

This Privacy Policy will be signed by the president of each new board of the Stroud Lions Club at their first board meeting with the current providers of the Stroud Community Web. This will cover the next 12 month period unless an agreed amendment needs to be made, documented and again signed off.

*President of
Stroud Lions Club* *date: 9th July 2012*
(Annette Watterson)

Provider 1: *date: 9th July 2012*
(Tess Hilleard)

Provider 2: *date:*
(Angela Hutchins)