

PC Senior – Privacy Statement

Introduction

At PC Senior we are committed to safeguarding and preserving the privacy of our Members, Friends and Visitors to our Web Site. We do not use Cookies but Links to other Web Sites from ours may well do so, in which case, their Privacy Policy will apply.

our Privacy Statement explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our website.

We do update our Policies from time to time so please review them regularly.

Our Privacy Statement and Data Protection Policy are always available on the Web Site (www.pcseior.org.uk) and on/with any Data Collection Forms which we use.

For the purposes of this Document, reference to “PC Senior” or “us” or “we” implies access by John or Sandra Steels (PC Senior) ONLY, who are the Data Controllers and are Registered with the I.C.O. (Information Commissioners Office)

Under Data Protection legislation PC Senior is the Data Controller responsible for any data collected from you.

Information we collect

In order to provide efficient/helpful support to our PC Senior Members, “Friends of PC Senior” and through our Web Site contact form, we may collect and process personal information about you.

We are collecting this information to enable us to keep in touch with you and provide help and support as appropriate by Telephone/eMail/Home Visits and also, by occasional Newsletters with your consent.

As a Member or “Friend of PC Senior” your Name, Title, Telephone Number(s), Contact Details and a record of your Computer Setup will, with your Consent, be entered into our PC Senior Database which is held on our office computer which is password protected and accessed only by us.

To enable us to provide adequate support to you, we may record information which may be regarded as sensitive. Be assured that this information will be stored (in password protected documents) on the PC Senior Computer and the password will only be known by us.

When you use our Web Site, only information provided voluntarily by you into our Web Site Feedback will, with your Consent, be collected for future use. (We do NOT use Cookies)

None of this data is collected automatically, we only hold information which you choose to provide to us.

Use of your information

Data Protection legislation allows us to process this information as we regard it as being in your legitimate interest.

We use the information that we collect from you to improve our services to you. In addition to this we may use the information to provide information to you that you request from us relating to our services or to provide information to you relating to other services related to PC Senior that may be of interest to you. or to inform you of any changes to our Web Site services.

Occasional Newsletters and Useful Information by eMail will only be sent if you have given your Consent

Information may be collected from you in order to run occasional PC Senior Activities/Courses that you are or would like to be involved in. Such information may be kept for the duration of the event or on a continuing basis if you become a PC Senior member or wish to be informed of future events as a “Friend of PC Senior”

Storing your Personal Data

Your information is held on Password Protected computer(s) with additional Passwords on Individual Documents/Records

Your contact details will be removed from the database once you are no longer a Member of PC Senior – unless you wish to remain as a “Friend of PC Senior”

Disclosing your information

Your information will NOT be disclosed to any other party without your consent.

and always in accordance with this Privacy Policy.

In some circumstances we could be obliged to disclose information required by law or to further fraud protection and reduce the risk of fraud.

Third Party Links: On occasions we include Links to third parties on our Web Site. Where we provide a Link it does not mean that we endorse or approve that site’s policy towards visitor privacy. You should review their privacy policy before sending them any personal data.

Access to your information

You have the right to ask to see any information we hold about you by submitting an “Access Request” to PC Senior. You also have the right to ask for information which you believe to be incorrect to be rectified or you can ask for your details to be removed at any time.

If you are concerned about the way your information is being handled please speak to us and if you are still unhappy you have the right to complain to the Information Commissioners Office

Contacting Us

Please do not hesitate to contact us regarding any matter relating to this Privacy Statement or our Data Protection Policy at info@pcsenior.org.uk or by an initial phone call

John & Sandra Steels
PC Senior