

# Privacy policy

This privacy policy sets out how CWU North East uses and protects any information that you give the communication workers union when you use this website. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, for example when sending us a message via the contact page, then you can be assured that it will only be used in accordance with this privacy statement.

## What we collect

We may collect the following information:

- name contact information including email address
- demographic information such as postcode, preferences and interests

## What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our service for you.
- We may use your contact details to ensure the correct person or officer contacts you to resolve any difficulties or enquiries you have.

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We only use traffic log cookies to identify which pages are being used. This helps us analyze data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

We will not sell, distribute or lease any information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write us at the address on the contact page.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, and we will promptly correct any information found to be incorrect.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Name	Domain	Pages	Purpose
Google Analytics	cwunortheast.org	6	Used to track visitors and collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.
Twitter	twitter.com	1	Used to by twitter to track visitors and viewing tweets by other people.
YouTube	youtube.com	1	Used to track visitors sharing videos via YouTube, and remembering what videos you've seen.