#### Terms and Conditions for Use of the Website

Welcome to the website of the Sherborne Literary Society. By continuing to browse and use this website you are agreeing to comply with the following terms and conditions:

The term 'Sherborne Literacy Society' or 'us' or 'we' refers to the owner of the website. The term 'you' refers to the user or viewer of our website.

- The website is for general information and is subject to change without notice.
- Use of any information provided by this website is entirely at your own risk. It is your responsibility to ensure that any products or information provided meet your specific requirements.
- This website contains material which is owned by or licensed by us. This material includes, but is not limited to, the design, the layout, the appearance, the images and the graphics. Reproduction of any material without specific permission from us is prohibited.
- Any unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence.
- Any links provided by this website are for your convenience and do not imply any endorsement by us. We are not responsible for the content of linked websites.
- We provide no warranty or guarantee as to the accuracy to the information provided. By using the site you acknowledge that this information may contain inaccuracies or errors. We expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.

Your use of this website and any dispute arising out of such use of the website is subject to the laws of England and Wales.

# **Privacy Policy**

This privacy policy sets out how Sherborne Literary Society (hereinafter referred to as 'we' or 'us') uses and protects any information that you provide 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, then you can be assured that it will only be used in accordance with this privacy statement.

Any information provided as part of an application to join the Society or renew membership will be retained securely by us and not passed on to any third party, unless we are required to by law.

## **Data Controller**

The Data Controller is Sherborne Literary Society, registered address: Abbots Fee Greenhill Sherborne DT9 4EP

Email: info@sherborneliterarysociety.com

#### What information we collect

We may collect the following information:

- name
- contact information including email address, phone number and address

## What we do with the information we gather

If you contact us through the Sherborne Literary Society website to enrol as a member, subscribe to newsletters, enquire about our services or to request support from us, then we will process the personal information you provide so that we are able to contact you. This is necessary so that we can carry out the legitimate aim of contacting you when you ask for further information or support with regard to our services. We will keep your contact details on a password-protected database. We will not share your information with anyone else and will only use your information for the purposes of Sherborne Literary Society.

#### **Retention period**

The information will be kept for a period where you may still require information from us. If you are a member of Sherborne Literary Society, we will retain your information for such time as you remain a member.

#### Your rights

You have the right to request the rectification or erasure of personal data or restriction of processing of personal data concerning you or to object to such processing. If you wish to exercise any of these rights then please contact us through info@sherborneliterarysociety.com

#### **Security**

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

## **Cookies**

We may use "cookies". A cookie is a small file which is placed on your computer's drive, for instance to help analyse web traffic. 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 may use cookies to identify which pages are being used. This helps us analyse data about web-page traffic and improve our website in order to tailor it to customer needs. We will only use this information for statistical analysis purposes and then the data will be 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.