

## **Young Conwy Website Privacy Policy**

### **Easy version**

We will ask you for personal information on some parts of the site. Personal information is any thing that can identify you, like an address, telephone number or e-mail address.

### **WHY WE COLLECT INFORMATION**

#### **Contact us**

If you need to ask us a question we need your e-mail address or address to reply.

#### **Confidentiality**

You don't have to give your name or personal details if you don't want to.

Your information will not be shared outside Young Conwy unless we think you or another young person are in danger or at risk.

If you agree, we will share your information with specialist organisations who can help you further.

#### **Young Conwy Contributors**

To keep in touch with our contributors and confirm that they are living in Conwy we need an address. We will not give this information to anybody else unless we have to by law. Some reporters might not have computers at home and we will have to contact these by mail to tell them about upcoming events.

### **THE LAW AND US**

We can only use your information for the reasons we give on the site. If the reasons change we have to tell you. We have to give you a copy of your information if you ask for one. We can charge you for copies. We have to keep your information secure and not let anybody else see it without your OK.

### **THE LAW YOU**

You can ask to see your information at any time.

You can ask us to change the information we have about you at any time.

You can tell us to delete your information at any time.

You can contact us at: [info@youngconwy.com](mailto:info@youngconwy.com)

or at

Information Co-ordinator  
Llandudno Library  
Mostyn Street  
Llandudno  
LL30 2RP  
(01492 574010)

### **Full Version**

#### **Types of Information we collect and how we collect them.**

Young Conwy sometimes needs to know people's personal information. We only collect this type of information if it is essential information. We use electronic forms

to collect information about you (including your e-mail address and mobile phone number) and it is up to the user ("you") of the Young Conwy website ("the Website") if you want to complete such forms

## **Types of Information**

### **Young Conwy reporters and organisations**

Young Conwy will need a name and address from anyone wanting to become a Young Conwy reporter or register their organization as a member. You hereby expressly consent to Young Conwy collecting this data for this purpose by providing the information to Young Conwy. Young Conwy will keep a record of this information. Any information you provide to Young Conwy will only be used by Young Conwy and will not be supplied to third parties (other than as specified herein) without first obtaining your consent. The only time we will do so is if we are obliged by law to disclose information.

We collect this information to enable us to keep in touch with our reporters and to confirm that they are living in Wales. We will also use this information to mail out information about Young Conwy events to the reporters. Not all of our reporters will have access to e-mail at home so we need a postal address to send them information when they cannot be contacted by e-mail.

If you are under 12 we must receive written, confirmable consent from your parents before we can take this information from you.

### **Your Area**

We may need to know in which local authority area of Wales you live and what your general interests are. If you provide us with this information, we will use it to improve the information that we provide to you and give you the information you want. As Young Conwy's services expand, there will be more opportunities to enhance the services provided to you. From time to time Young Conwy may provide you with details of other Young Conwy services and products which may be of interest to you and offer you the opportunity to view or receive information about them.

### **Contact us via the website**

If you need an answer to your comment or question posted by you on the Website, you must let us have your e-mail address or other contact information, so that we can send a response. Our contact details are in the "about us" section of the website. If you just want to make a comment and don't need an answer then you don't need to give us your contact information. If we can't answer your questions we will pass them on to someone who can. In this case, we will only let them know what the question was and nothing about who was asking it.

### **Confidentiality**

You don't have to give your name or personal details if you don't want to. Your information will not be shared outside Young Conwy unless we think you or another young person are in danger or at risk. If you agree, we will share your information with specialist organisations who can help you further.

### **Chatrooms**

In the future we may be having chatrooms and we will use our reasonable endeavours to monitor their content. The moderator will not censor your comments but will not post any comment that is offensive. We will ask you for a nickname so that you can chat without giving your name. Whilst using our chatroom please be careful not to give out any personal information for example your name, address, phone number, school or college or any other information that might let someone know who you are. You are reminded that chatrooms are forums for public discussion, and that any personal information supplied by you during these discussions is widely accessible. Young Conwy is not responsible for the content posted by users of these services.

### **Your Say**

No personal data is collected.

If you were to e-mail this page to a friend we would not collect any data from this. Your IP address is automatically logged by Young Conwy's webserver and will be used only to observe your interests in the Website.

### **Users Under 12**

If you are under 12, please make sure that you obtain your parent/guardian's permission beforehand whenever you provide personal information to Young Conwy via the Website. Personal information is any information that can identify you such as a telephone number, e-mail address or postal address. Users under 12 without this consent are not allowed to provide us with personal information.

### **Who is collecting the Information?**

All the information collected is managed by the Young Conwy staff team and all files are only accessed with a password.

### **How the personal information is used?**

All personal information is collected for a specific reason and we will tell you what that is, or it will be obvious to you in any event what that purpose will be. If we make any substantial changes in the way we use your personal information we will notify you by posting a prominent announcement on our pages.

### **Data Security**

We have taken all appropriate measures to keep your details secure and will not disclose any of it to any third party without your consent.

### **Links to other Websites**

The Website contains links to other sites that are completely unrelated to Young Conwy This privacy statement does not apply to these sites nor is Young Conwy responsible for the content and practices of the Websites.

### **Your personal data**

Young Conwy will hold your personal information on its systems for as long as you use the service you have requested, and remove it in the event that the purpose has been met or if you no longer wish to continue your registration as a personalised user. You have the right to request a copy of the personal information Young Conwy holds about you and you have the right to access your information held by Young Conwy and where necessary, to have it amended. You can also ask us to delete,

change or update your data at any time. Young Conwy reserves the right to charge for information requests.

You can do all of this yourself if you want. You can get to see the information we have about you by logging in then clicking on [click here](#) to update your details. If you want a copy, you can print straight off the screen. There is no charge for this.

If you have any comments, contact us through the site or at: [info@youngconwy.com](mailto:info@youngconwy.com)

If you want to write to us our address is.

Information Co-ordinator  
Llandudno Library  
Mostyn Street  
Llandudno  
LL30 2RP

(cookies are only in operation on our forum)

Young Conwy reserves the right, at any time, to modify, alter, or update this privacy policy. [1] A 'cookie' is a small text file that a website can place on your computer's hard drive in order, for example, to collect information about your activities on the site or to make it possible for you to use an online 'shopping cart' to keep track of items you wish to purchase. The cookie transmits this information back to the Web site's computer which, generally speaking, is the only computer that can read it. Most users do not know that 'cookies' are being placed on their computers when they visit websites. If you want to know when this happens, or to prevent it from happening, you can set your browser to warn you when a website attempts to place a 'cookie' on your computer.