



## PRIVACY POLICY

- 1) This Website [www.hhseg.org.uk](http://www.hhseg.org.uk) belongs to the Hampshire Health Safety & Environmental Group: The Group is voluntary and is managed by elected members.
- 2) In February 2017 after very careful consideration of the guidance on the Data Protection Act 1998; the Executive Committee (EC) decided that the information held and used on behalf of the Group and its members, was exempt from the purposes of registration with the Information Commissioners Office. A copy of the rationale for the decision may be obtained from the EC upon written request.
- 3) Exemption of registration does not mean that Members rights to privacy will be ignored. Those officers of the Group who control information are committed to the protection of the privacy of those using the Group site and of the confidentiality of the information that members provide. Should you have a question or a complaint; please contact a member of the EC.
- 4) The database of membership will lie within the password protected; access for Members area. Members are responsible for maintaining the confidentiality of the password; if a member breaches that confidentiality i.e. passes it on to a third party, then they may be liable to indemnify any costs claims and liabilities suffered to the Group or other members by that misuse.
- 5) The security and management of the database will be further protected by access only granted by the EC to nominally 3 or 4 Persons with 'editor' status including the Membership Secretary and Honorary Treasurer who will have editorial control of the database.
- 6) The purpose of the database is to:
  - a) Maintain membership records.
  - b) Provide contact details of the Group Officers and Executive Committee.
  - c) Provide an opportunity for members to network with other members of similar industries and professions, and for the sharing of good practice and potential solutions to problems.
- 7) Members are responsible for ensuring that their records are updated.
- 8) The Group Information Controllers cannot accept responsibility for confirming the accuracy of the details so provided.
- 9) Members are entitled to know what personal details are held by the Group and

may do so in writing to the Membership Secretary, Mr Peter Hewick at the contact details given on [www.hhseg.org.uk](http://www.hhseg.org.uk)


- 10) Members details will be removed from the website as soon as possible after they are deemed no longer a member of the Group.
- 11) The database is not to be used for marketing purposes: Any incidents should be reported to the EC.
- 12) Database information will not be disclosed to a third party without permission of the member/s, unless required to do so by law.
- 13) The [www.hhseg.org.uk](http://www.hhseg.org.uk) site uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at <http://www.aboutcookies.org> which offers guidance for all modern browsers. Please note that we use cookies to manage your access to the Members Area. If you disable cookies you will be able to view the public side of the website but you will not be able to log in to the Members Area. We use Google Analytics to track and store data about visits to the site, including the IP address of the visitor, but not their identity."
- 14) Access for Members area of the website is by http authentication of the username and password; the browser stores and uses them for accessing subsequent pages; when the user closes down, this information expires.
- 15) This website [www.hhseg.org.uk](http://www.hhseg.org.uk) includes links to external websites within some areas of our website where these provide useful information. We the Group are not responsible for the content of the sites to which we link, and whilst we endeavour to ensure that we only link to reputable websites we are not able to warrant them free of malicious content at all times. Please ensure you have appropriate firewalls and antivirus software. Members are also advised to read the privacy policy of that website.
- 16) This Privacy Policy extends beyond the website and includes all electronically or otherwise stored Group information held by members and officers of the Group i.e. Membership Secretary, Honorary Secretary, Honorary Treasurer etc.
- 17) The Executive Committee reserve the right to amend this Policy and will review it periodically or as required by circumstances.

President Mr G Medlow

Signature 

Date 22/2/2017

Chairman Mr A Collier

Signature 

Date 27/02/2017