



## PRIVACY NOTICE

This notice explains what personal information Oxfordshire Basketmakers collect and how we use it. We may change this notice from time to time so please check this page occasionally to ensure that you are happy with any changes.

Oxfordshire Basketmakers are committed to protecting and respecting your privacy.

### How do we collect information about you

We obtain information about you when you complete a Membership Form, a Workshop Booking Form, visit our website or contact us by email.

### What information do we collect about you

We obtain your name, address, telephone number/s and email from the Membership Form and Workshop Booking Form. We also collect information about your basketmaking interests via the Membership Form. If you contact us by email we obtain your name and email address.

### How we use the information we collect from you

The information we obtain is used solely for the purposes of responding to email enquiries, running the group, putting on workshops and maintaining your membership contract with Oxfordshire Basketmakers. Without this information we would not be able to respond to emails nor keep you informed of group business and activities.

We will only collect and keep your information for as long as is necessary for administration of the group, managing your membership and accounting purposes.

We will not share your information with any third parties unless you have given us your permission.

We take all reasonable precautions to keep your information safe.

### Google Analytics and Cookies

We use Google Analytics on our website to track things like how many people visit our site, which pages were visited, how long visitors spent looking at the site and such like. This information is anonymous and cannot be used to identify you personally.

Google Analytics generates statistical information by means of cookies, which are small text files that are placed on your computer by websites you visit. They cannot be used to get information from your computer about you or read any personal material kept by you on your computer. The creation of a cookie on your computer does not give the website any access to other information such as your email address.

For more information about cookies, including how to manage and delete them, visit <http://www.allabout-cookies.org/>

### Your rights

You have the right at any time to withdraw your consent for us to collect and keep your data. Please bear in mind if you withdraw your consent you will no longer be a member of the group as we will not be able to get in touch with you.

If you wish to exercise this right, please email us at [chair@oxfordshirebasketmakers.com](mailto:chair@oxfordshirebasketmakers.com)