

## Website Privacy Policy

**City of London Sinfonia (CLS)** is committed to safeguarding the privacy of our website visitors. This policy sets out how we will treat your personal information lawfully and in accordance with the Data Protection Act 1998.

### What information do we collect?

We may collect, store and use the following kinds of personal information:

- (a) information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, website navigation)
- (b) information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters
- (c) any other information that you choose to send to us

### Using your personal information

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- (a) administer the website
- (b) improve your browsing experience
- (c) enable your use of the services available on the website
- (d) send you email notifications which you have specifically requested
- (e) send to you marketing communications relating to our business (or the businesses of carefully-selected third parties) which we think may be of interest to you by post or, where you have specifically agreed to this, by email  
*you can inform us at any time if you no longer require marketing communications*
- (f) provide third parties with statistical information about our users – but this information will not be used to identify any individual user
- (g) deal with enquiries and complaints made by or about you relating to the website

### Cookies

We may use technology to track the patterns of behaviour of visitors to our site. This includes using cookies which are stored on your browser. You can usually modify your browser to prevent this happening. The information collected in this way can be used to identify you unless you modify your

browser settings.

### **Google Analytics**

We use Google Analytics to analyse the use of our website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>

### **Disclosures**

We may disclose information about you to (any of our employees, officers, agents, suppliers or subcontractors) insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose your personal information:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) in order to establish, exercise or defend our legal rights
- (d) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide or sell your information to third parties.

### **Security**

Whilst we cannot guarantee the security of the Internet, we take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

### **Policy amendments**

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

### **Your rights**

You may instruct us to provide you with any personal information we hold about you. You will need to supply us with appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).

We may withhold such personal information to the extent permitted by law.



### **Third party websites**

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

### **Updating information**

Please let us know if the personal information which we hold about you needs to be corrected or updated.

If you have any questions/comments about this policy, please email us at [marketing@cls.co.uk](mailto:marketing@cls.co.uk).

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