

PRIVACY POLICY
Revision date 21.05.2018

1. General

Scope

This Privacy Policy details how the British Society of Enamellers (BSOE) obtains, processes and protects any Personal Data (Data) that you may provide when using enamellers.org (Website). BSOE is committed to protecting your privacy and will only use your Data in accordance with this Privacy Policy. By using our Website you consent to the data practices described in this Policy. If you disagree with any of the data practices described in this Policy you should not use the Website. This Privacy Policy does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites. You are advised to read the privacy policy or statement of other websites prior to using them.

Changes

We reserve the right to amend the details set out in this Policy from time to time and recommend you check this page periodically to ensure you are happy with any changes. Any changes will be immediately posted on the Website. Your first use of our Website following the changes will be treated as acceptance of the revised Privacy Policy.

Disclaimer

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of BSOE's collection and use of Data. However, we are happy to provide any additional information or explanation needed. Any requests for this should be emailed to privacy@enamellers.org

2. Information We Collect

Information Collected Automatically:

When you use our Website, we may collect information about you including:

- your use of our Website and the device you use to access our Website, for example, your IP address, the type of operating system and web browser you use and related information; and your activities on our Website, such as the pages you visit.
- your transactions with us, for example, if you applied for and / or paid for your membership or membership renewal online;
- This Website uses cookies. Details of the cookies and how they are used by this Website are set out in the Cookie Policy below.

Information You Provide To Us:

- if you provide us with Data by filling out a form, paying for your membership, or contacting us, we collect that Data. For example, if you sign up for our newsletter, we collect your name and e-mail address.
- if you pay for your membership or one of our publications online, we collect Data that you provide to us such as your shipping, billing, and payment information. See the 'Credit and Payment Card information' section below to read more about how we and our partners handle your payment information;
- if you take the opportunity to participate in public forums associated with the Website or comment on our blog, we will collect Data in any such reviews, posts or comments. Note that these will be public therefore it is good practice to use care before posting information about yourself online.

Credit and Payment Information

BSOE uses PayPal to process payments made for products purchased on our Website. BSOE never sees your payment details as the payment form is stored off-site. For PayPal transactions we only store the tokens required to identify the transaction with PayPal, issue refunds and identify transactions made using PayPal.

Additional Information We Collect:

From time to time, we may acquire additional information about our customers from third parties to assist us in the provision of services requested by you.

3. How We Use The Information

Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:

- internal record keeping
- improvement of services
- e-mail promotions
- market research
- legal, accounting or security requirements

in each case, in accordance with this Privacy Policy.

Third-Party Services

BSOE may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the Website. The providers of such services have access to certain Data provided by users of this Website. We never share or sell any Data to a third-party provider.

Third-party services we use:

- MailChimp to deliver our monthly newsletters. We gather statistics around email opening and clicks using industry standard technology to help us monitor and improve our newsletter. For more information please see Mailchimp's Privacy Policy (<https://mailchimp.com/legal/privacy/>).
- Google Analytics to collect standard internet log information and details of visitor behaviour patterns. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our Website.
- We also may use other third-party providers including but not limited to Facebook advertising and analytical tools including FB Pixel to gather statistics which are aimed at helping us in our advertising efforts.

Transfers of Data

Data which we collect from you may be stored and processed in and transferred to countries outside of the European Economic Area (EEA). For example, this could occur if our servers are located in a country outside the EEA or one of our service providers is situated in a country outside the EEA. These countries may not have data protection laws equivalent to those in force in the EEA.

If we transfer Data outside the EEA in this way, we will take steps with the aim of ensuring that your privacy rights continue to be protected as outlined in this privacy policy. You expressly agree to such transfers of Data.

All our third-party providers outside the EEA participate in and have certified their compliance with the EU-U.S. Privacy Shield Framework and/or the Swiss-U.S. Privacy Shield Framework. A list of

Privacy Shield participants is maintained by the Department of Commerce and is available at: <https://www.privacyshield.gov/list>.

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.

If password access is required for certain parts of the Website, you are responsible for keeping this password confidential. We only store the information for the necessary duration to perform a service to you and will securely delete it afterwards.

BSOE makes every effort to protect your Data. However, transmission of information over the internet is not entirely secure and is done at your own risk. We cannot ensure the security of your Data transmitted to the Website. For example, for people who email us we use Transport Layer Security (TLS) to encrypt and protect email traffic in line with government. If your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.

Information About Children

The Website is not intended for or targeted at children under 13, and we do not knowingly or intentionally collect information about children under 13. If you believe that we have collected information about a child under 13, please contact us at privacy@enamellers.org, so that we may delete the information.

4. Controlling your Data

Under the Data Protection Act 1998, you have rights to request access, correction, amendment or deletion of information we hold about you. You can do that by contacting BSOE at privacy@enamellers.org

On receipt of such request we will respond within 30 days. If we hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- if you would like, we will send you a copy of the information in an easy to read and popular to open format.

You can then let us know if any data we hold is incorrect and request amendment or deletion. Also, you can opt out from our newsletter at any time by clicking the unsubscribe link included in every email or by contacting us as detailed above.

COOKIE POLICY

Revision date 11.05.2018

General

BSOE uses Cookies to improve your experience of using the Website and to improve our range of products. BSOE has carefully chosen these Cookies and has taken steps to ensure that your privacy is protected and respected at all times. All Cookies used by this Website are used in accordance with current UK and EU Cookie Law.

We reserve the right to amend the details set out in this Policy from time to time and recommend you check this page periodically to ensure you are happy with any changes. Any changes will be immediately posted on the Website.

What Are Cookies

Cookies are small data files that are placed on your computer or mobile device when you visit a website. Cookies help websites to arrange content to match your preferred interests more quickly. Most major websites use cookies. Cookies cannot be used by themselves to identify you. You can find more information about cookies at www.allaboutcookies.org and www.youonlinechoices.eu.

Your Consent

Before the Website places Cookies on your computer, you will be presented with a pop-up requesting your consent to set those Cookies. By giving your consent to the placing of Cookies, you are enabling BSOE to provide a better experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of the Website may not function fully or as intended.

Cookies We Use

This Website may place the following Cookies:

STRICLY NECESSARY COOKIES

These cookies are essential to enable core functionality of the Website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping basket or make use of e-billing services. Without these cookies such services cannot be provided.

ANALYTICAL / PERFORMANCE COOKIES

They collect and report data on the Website usage. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous.

FUNCTIONAL COOKIES

These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region). These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customize. They may also be used to provide services you have asked for such as watching a video or commenting on a blog.

TARGET OR ADVERTISING COOKIES

These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose. They remember that you have visited a website and this information (in anonymous and aggregate form) is shared with other organizations such as advertisers.

THIRD PARTY COOKIES

When you use our Website, your device or browser may be sent cookies from third parties, for example when using embedded content and social network links. It's important for you to know that we have no access to or control over cookies used by these companies or third-party websites. We suggest you check their respective policies for more information about their cookies and how to manage them.

NECESSARY

Necessary cookies help make a website usable by enabling basic functions like page navigation and access to secure areas of the website. The website cannot function properly without these cookies.

Name	Purpose	Expiry	Type
PHPSESSID	Preserves user session state across page requests	Session	HTTP

PREFERENCE

Preference cookies enable a website to remember information that changes the way the website behaves or looks, like your preferred language or the region that you are in.

Name	Purpose	Expiry	Type
lang	Remembers the user's selected language version of a website	Session	HTTP

MARKETING

Marketing cookies are used to track visitors across websites. The intention is to display ads that are relevant and engaging for the individual user and thereby more valuable for publishers and third party advertisers.

Name	Purpose	Expiry	Type
i/jot/syndication	Unclassified	Session	Pixel Tracker
impression.php/#	Used by Facebook to register impressions on pages with the Facebook log in button.	Session	Pixel Tracker

How to Manage Cookies

You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser.

You can choose to delete Cookies at any time; however, you may lose any information that enables you to access the Website more quickly and efficiently including, but not limited to, personalisation settings.

If you use a PC - click on 'Help' at the top of your browser window and select the 'About' option If you use a Mac - with the browser window open, click on the Apple menu and select the 'About' option.

For Flash Cookies (or Local Shared Objects) – The Adobe website provides comprehensive information on how to delete or disable Flash cookies - see <http://www.adobe.com/security/flashplayer/>.

For Third Party Cookies – If you'd like to opt out of third party company cookies, please use the-opt out tool offered by members of the Network Advertising Initiative (NAI) – see http://www.networkadvertising.org/managing/opt_out.asp. Otherwise, we suggest you contact the relevant third party for more information about their cookies and how you can manage them.