

## **PRIVACY POLICY**

We comply with the Data Protection Act 1998.

We take privacy issues seriously and we are committed to protecting your personal information. This privacy policy explains what information is being collected about you, how personal information is being used, to whom personal information is being disclosed and how this personal information is stored and protected. This privacy policy has been developed in accordance with our legal obligations.

### **INFORMATION**

Please note that the type of information we collect and hold about you will depend on whether or not you are a registered user.

If you register with the site, you will be asked to submit personal information. This may include your name, surname, general location and email address. For other online services, we may require further personal details. We gather this information to allow us to provide a personalised service, as well as allow the submission of content.

Whether you are a registered user or not, our webserver collects certain information such as:

- IP addresses
- host names
- domain name
- the time and date information is requested
- the browser version and platform when information is requested
- a record of which pages have been requested

We use this information to produce aggregate visitor statistics in relation to which pages are being accessed. We may also use it to monitor usage patterns on this website in order to improve navigation and design features to help you get information more easily. This information is collated and provided to us as daily log files. In order to help us develop the website and our services we may provide such aggregate information to third parties. These statistics will not include information that can be used to identify any individual.

If you are a registered user, we may use your personal information to communicate with you generally so that you can get the most out of the services that awen productions cic provides.

None of your personal information will be disclosed to anyone outside of awen productions cic.

### **PERSONAL INFORMATION**

Keeping your personal details private is very important to us. Despite our best efforts, unfortunately no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot warrant the security of any information you transmit to us from our online products or services, and you do so at your own risk. Once we receive your transmission, we make our best efforts to ensure its security on our systems.

## **COOKIES**

Cookies are small pieces of information stored by a web server on your computer when you visit a website. The information stored by a web server is in the form of a small data file written to your hard drive. These small data files contain information, which enables our web server to personalise your future use of our site. Access to the secure areas of the website is dependent upon the use of cookies. Most browsers allow the user to control the cookies, including whether or not to accept them and how to remove them. If users disable cookies on their computer, this and other features of our website will be unavailable to them.

## **IP ADDRESSES**

Each time you use the internet, an IP address is assigned to your computer via your Internet Service Provider. This number may either be the same or different each time. Each time your computer requests information from our website, we log your IP address on our server. We may use this information in order to gather information about website traffic.

## **YOUR DETAILS**

Should you wish to update or change any of the details that we hold about you, you may do so via the website or by contacting us or sending us a message using the contact form.

## **CONSENT**

By submitting your information you consent to the use of that information as set out in this policy. If we change our privacy policy we will post the changes on this page, and may place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times.