

# Privacy Policy and Terms of Use

**IMPORTANT INFORMATION:** You are about to use the “Berkhamsted Lawn Tennis and Squash Rackets Club’s” (BLTSRC) web site.

In using this site you automatically agree to the privacy policy described below:-

**Use of this site warrants that you have read and understood this privacy policy.**

## **Privacy Policy:**

This privacy statement sets out the privacy policy of BLTSRC.

1. BLTSRC's web site is intended to support the administration and communication of information to members and potential members and associate contacts that relate to BLTSRC.
2. The utmost care will be undertaken to protect the personal information of any members and contacts using the system. We maintain physical, electronic, and procedural safeguards to guard your information.
3. Wherever possible data is safeguarded in the underlying database and techniques are used to prevent and mitigate any unauthorised access.
4. Cookies are only used on the site for the purposes of the Survey/Poll occasionally used in web pages to prevent unauthorised voting. Otherwise Cookies are not used on this site but the session handler records how a visitor navigates through the site. An individual is not identified unless he or she voluntarily gives us personal identification online as part of a login registration. Information gathered may include date and time of visits, pages viewed, time spent at the site, and the site visited just before and after the BLTSRC site. Furthermore successful and unsuccessful logins, any “forms” that are viewed (once logged in as a registered user) capture the date, time and user that views and/or amends the forms or another's forms that they have been given permission to view/edit.
5. Data will not be provided to any 3<sup>rd</sup> parties other than staff, contractors and administrators working directly under contract with BLTSRC who have signed up to the required standards and conformity with the 1998 Data Protection Act.
6. Professional management of the site is undertaken to secure and manage the information and web standards have been used to reduce the likelihood of any breach of security.
7. The supplier, Elite Sport Ltd, is registered with the Information Commission. ESL is contracted to protect the information and to report any known breaches of data or authorised access to BLTSRC.
8. You will be offered links to other pages and other sites. BLTSRC takes no responsibility for the terms of use or the privacy policy of any of the sites you might link to from this site.

## **Terms:**

References to 'you', 'your' and 'yours' are references to the person(s) accessing the Site. References to 'we', 'us' and 'our' are references to BLTSRC and their contracted staff, employees and agents.

As a registered member of BLTSRC, you maybe provided with a personal login, which can ultimately be amended by you after initial login. Passwords are “hashed” and cannot be viewed by any staff or administrators. You are advised to change your password on a regular basis (every 3 months) as a precaution. Passwords should be a minimum of 6 characters and use a combination of keyboard characters. A username must be unique and e-mail addresses may be used as a username. The information, material and content provided in the pages of the Site may be changed at any time without notice. Changes may be made to these Terms of use by us at any time without notice to you by updating the posting of the Privacy Policy.

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You must be allocated permissions by BLTSRC, according to your status in relation to BLTSRC, to use certain features of the Site. As part of your role you must provide accurate and complete

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