Privacy Policy

This policy describes how we collect and use your personal data during your use of the Portland Association website (the 'website') and related services in accordance with the General Data Protection Regulation (GDPR) and related UK data protection legislation.

1. Who is using your data?

Portland Association is the data controller for the information that we collect when you visit the website. This means that we decide how to use it and are responsible for looking after it in accordance with the GDPR.

Access to your personal data within the project will be provided to those contributors or volunteers who need to view it as part of their work. It will also be shared with the third parties described in point 4.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. We may update this policy at any time.

2. Types of data we collect about you

We receive, collect, store and use any information you enter on our website, for example your email address if you subscribe to a mailing list, or your name if you contact us through a contact form.

We automatically collect, store, and use technical information, for example, the type of device (and its unique device identifier) you use to access our site, the internet protocol (IP) address used to connect your device to the internet, browser type and version as well as operating systems. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information and methods used to browse away from the page.

3. How we use your data

We process your data for purposes arising from your use of the website, for example, to ensure that we understand who uses our site and how our site is used and to improve our site and ensure it is secure.

The information you enter on our website, for example through a contact webform, may be used to contact you in order to inform you about our work, upcoming events or any other related matters regarding the Portland Association.

We will only use your data for the purposes for which we collected it. For example, we will not automatically add your email address to a mailing list when you contact us, unless you have given us consent to do so. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

4. Sharing your data with third parties

We may share your data with third parties who provide services on our behalf, such as those who help us to operate the website. In order to communicate with you, we may share your data with third party email services, for example Gmail. As part of this, your data may be processed outside of the EEA. All our third-party service providers are required to take appropriate security measures to protect your data in line with our policies.

The Portland Association website is hosted on the Wordpress platform. Your data may be stored through Wordpress data storage, databases and the general Wordpress applications. They store your data on secure servers behind a firewall. Read: https://automattic.com/privacy/

We may also share your personal data with third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our site terms of use or to protect the rights, property or safety of our site, our users and others.

Where your data is shared with third parties, we will seek to share the minimum amount necessary.

5. Third party websites

Our site contains links to and from various third party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

6. Retaining your data

We will only retain your data for as long as we need it to fulfil our purposes, including any relating to legal, accounting, or reporting requirements.

7. Cookies

We use session cookies and persistent cookies on our website.

Cookie Policy

What is a cookie?

A cookie is a small data file that consists of a string of information that a website stores on your computer (or other device) when you access it.

When you visit a website that uses cookies, for the first time, a cookie is downloaded onto your computer. When returning to the website, your computer checks to see if it has a cookie that is relevant (one that contains the name of the website that's being visited). In the event that a recognised cookie is present, the website 'knows' that you are a returning visitor and, in some cases, tailors the content you see accordingly.

Websites often use cookies to help personalise and improve your experience on their site. This might include cookies remembering your login details when you return, recording how long you spend on individuals web pages, keeping a track of your previous orders, what's in a shopping cart or even remembering your preferences for page layouts and colour schemes.

Other technologies used by websites include pixel tags (also known as web beacons). Pixel tags are small blocks of code that often work alongside cookies (but not always). They are used across websites and emails for a wide range of different reasons, including reporting back when you have opened an email, remembering your IP address and browser details, recording the time and date you visited a website and tracking your journey through a website or series of websites.

Check out The Guardian's An Introduction to Web Tracking for more information on how web cookies and pixel tags work.

How does the Portland Association use cookies and pixel tags?

The Portland Association uses cookies and other technologies like pixel tags to help us gather the information needed to improve our website and our user's experience. For example, by enabling us to identify and track what content is most or least popular on our website.

The Portland Association also uses a range of third-party cookies, which may include Facebook, Twitter and You Tube.

How can you manage cookies?

If you wish to reject or disable any cookies which are set by this website, you can do this through your browser settings. The 'Help' function within your browser should tell you how, but for ease, here are links to show you how to change in cookie settings for various browsers:

- [Internet Explorer](#)
- [Firefox](#)
- [Chrome](#)
- [Safari](#)
- [iPhone and iPad](#)

8. Your rights

You can withdraw your consent for us to use your data any time. If you don't want us to process your data anymore, please contact us.

Under the GDPR you have the right to requests access to, correction of and erasure of your personal data. If you want to exercise any of these rights, please make contact.

9. Changes to this policy

Any changes we may make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.

10. Contact

If you wish to raise any queries or concerns about this privacy policy, please contact us.