

Privacy Policy

Merthyr Tydfil Leisure Trust (MTLT) takes privacy issues very seriously. MTLT are committed to respecting and protecting your privacy and personal information. MTLT will hold this information as required, in order to maintain compliance with the Data Protection Act 1998. This Privacy Policy will explain what information MTLT will collect about you as an individual, how this information will be used, and the steps that will be taken to always ensure that it is kept secure. If you have any questions about this Privacy Policy or the privacy practices of MTLT, you can contact:

Corporate Information Security Officer

Civic Centre

Castle Street

Merthyr Tydfil

CF47 8AN

Email: information.security@merthyr.gov.uk

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Merthyr Tydfil Leisure Trust of:

Merthyr Tydfil Leisure Trust

Orbit Business Centre

Rhydycar Business Park

Merthyr Tydfil

CF48 1DL

The nominated representative for the purpose of the Act is Richard Marsh, CEO, Merthyr Tydfil Leisure Trust.

MTLT will not provide any of your personal information obtained to any other third-party, unless they are contracted to work on behalf of the Trust, or it is required by law. Whenever you provide sensitive information, MTLT will ensure that all reasonable steps are taken to protect that information, and take security measures to protect your personal information in storage. Information collected by MTLT will be stored and processed in databases owned solely by MTLT.

MTLT has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses the information gathering and distribution practices in all MTLT physical sites and the Websites: <http://www.merthyrleisure.co.uk/> . This statement does not cover links within this site to other Websites.

Card Payments

Credit or debit card information will only be used for payment processing and are not retained for marketing, or any other, purposes.

Websites

Our Websites may provide links to third party sites. Since MTLT do not control these Websites, MTLT encourage you to review the privacy policies of these third party sites. MTLT does not capture or store any personal information about individuals who browse the Websites, except where you voluntarily choose to give use your personal details via email or an online form to enquire or apply for an of our services.

Information MTLT collect

There are two types of information that can be provided: Personally Identifiable Information and Non-personally Identifiable Information.

1. ***Personally Identifiable Information*** refers to detailed information that lets us know the specifics of who you are. When you engage in certain activities within MTLT, such as filling out an electronic form, sending us feedback or utilising facilities, MTLT may ask you to provide certain information about yourself such as your name, address, date of birth, telephone number and email address. Providing this information is entirely at your discretion. Depending on the activity, some of the information MTLT asks you to provide is identified as mandatory, and some is voluntary. If you do not provide the mandatory data with respect to a particular activity, MTLT may not be able to provide you with the service that you require.

2. ***Non-personally Identifiable Information*** refers to information that does not identify a specific person by itself. MTLT collect certain information based upon where you visit – such as the date and time of your visit, and the activity being undertaken. Specifically, for Website visits this will include the Website's Uniform Resource Locator (URL) that you just came from, which URL you go to next, what browser you are using, and your Internet Protocol (IP) address. A URL is the global address of documents and other resources on the World Wide Web. An IP address is an identifier for a computer, or device on a Transmission Control

Protocol/Internet Protocol ("TCP/IP") network, such as the World Wide Web. Networks, like the Web, use the TCP/IP protocol to route information based on the IP address of the destination. In other words, an IP address is a number that is automatically assigned to your computer whenever you are surfing the web, allowing web servers to locate and identify your computer. Computers require IP addresses in order for users to communicate on the Internet.

What MTLT do with personal information

Where you choose to complete any of our forms, physically or online, the personal information you provide is used by MTLT, or a third party service provider who is contracted to MTLT, to provide the service(s) you requested. MTLT will endeavour to safeguard your information, and any disclosures of that information will be in accordance with our registration under the Data Protection Act 1998. Third party service providers contracted to the Trust will be required to conform to the same standards.

Unfortunately, the transmission of information via the internet is not completely secure. Although MTLT will do its best to protect your personal data, security of your data transmitted to our site cannot be guaranteed; any transmission is at your own risk. Once MTLT have received your information, strict procedures and security features will be used to try to prevent unauthorised access.

MTLT is committed to abiding by the Data Protection Act 1998, as well as peoples' rights to confidentiality and respect for privacy. MTLT treat your private information with respect. It is kept secure and only those staff who are entitled to see it, have access to it. MTLT will do its best to keep information about you accurate and up to date. When MTLT no longer have a need to keep information about you, MTLT will dispose of it in a secure manner.

Cookies

When you use the MTLT Website MTLT will store cookies on your computer in order to facilitate and customise your use of our Website. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. MTLT use cookies to provide us with anonymous aggregate information on how people use our Website, and to help us to know what they find interesting and useful on our Website. MTLT do not store personal information such as email addresses or other details in a cookie.

Most web browsers are set up to accept cookies. If you do not wish to receive cookies, you may be able to change the settings of your web browser to refuse all cookies, or to notify you each time a cookie is sent to your computer, giving you the choice whether to accept it or not. MTLT does not force the user to have cookies enabled on their PC. Cookie information is not stored on our server. Some of the Cookies that may be used by MTLT are shown below:

Name	Purpose	More Information
ASP.NET_SessionId Value: l05aucudkhggfv45dd2l3g55	This cookie may be used for online forms. It is deleted when you close your browser.	Visit the Microsoft website
ASP.NET_SessionId Value: zppgzxbvizwteb55r4lsycba	This cookie may be used to enhance security of our online forms. It is deleted when you close your browser.	Visit the Microsoft website
ico62#sc_wede	This cookie may be set by our Content Management System on a small number of browsers, upon arrival to the MTLT site. The cookie is deleted when you close your browser.	
_utma _utmb _utmc _utmz	These cookies may be used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.	Click here for an overview of privacy at Google.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, and how to manage and delete them, visit www.allaboutcookies.org .

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout> .

Notification of changes

As MTLT creates new services, this may generate a need to amend this Privacy Policy. If our Privacy Policy changes at any time in the future, it will be posted on this page.

Your Rights

You have the right to ask MTLT not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if MTLT intend to use your data for such purposes, or if MTLT intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms MTLT use to collect your data. You can also exercise the right at any time by contacting us via:

Email: information.security@merthyr.gov.uk Tel.: 01685 727444

MTLT website may, from time to time, contain links to and from other websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that MTLT does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet MTLT costs in providing you with details of the information we hold about you.