

Privacy notice and cookie policy

At the Pool Water Treatment Advisory Group, we are committed to maintaining the trust and confidence of our visitors to our site, members and subscribers to our newsletter. Here you will find information on how we treat data that we collect from visitors to our website, when someone subscribes to our newsletter, applies for membership or books onto an event or training course.

Visitors to our website

When someone visits <u>www.pwtag.org</u> we use third party services including Google Analytics to collect standard internet log information and details of visitors' behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. 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. You can find more information on how cookies are used on this website in the Cookies Policy below.

If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Applications and Bookings

When we receive a membership application, event or training bookings via the PWTAG website, all of the information is collected using secure SSL forms and uploaded documents are then placed on secure offline servers. Applications are stored securely and not shared with any third parties.

How your Personal Data is kept confidential

In order to protect your personal data and to maintain its quality we use Secure Sockets Layer (SSL) encryption when collecting or transferring sensitive data, such as credit card details. SSL encryption is designed to make the data unreadable by anyone but us.

We also have measures in place that limit the access to your information. Only the data controllers and processors who need to come into contact with that data, to provide products and services to you, will do so. Our database system has high security measures in place and all activity on your records is password protected.

How does PWTAG use your personal data?

PWTAG may use your personal data for the following purposes:

• Administering and managing your membership of PWTAG (e.g. for the purposes of auditing a membership application, internal communication and administration of

your membership, implementing financial transactions relating to your membership, understanding and building profiles of PWTAG members, attendance histories, etc).

- Advertising, promoting and marketing the business, products, services and activities of PWTAG (including without limitation, sending you e-mail notifications and otherwise alerting you to information regarding PWTAG events which may be of interest to you).
- Publishing a PWTAG membership directory for circulation to members and to other relevant parties.
- Sending you e-mail notifications and otherwise alerting you to information that PWTAG believes may be of interest to you regarding its members.
- To continue to develop the business, goods, services and activities of PWTAG.

Access to your Personal Information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to: admin@pwtag.org

Changes to this Privacy Notice

We keep our privacy notice under regular review. Any changes will be made according to the most current GDPR regulations.

Cookies Policy

We use a system of classifying the different types of cookies which we use on the Website, or which may be used by third parties through our websites. The classification was developed by the international Chamber of Commerce UK and explains more about which cookies we use, why we use them and the functionality you will lose if you decide you don't want to have them on your device.

What is a cookie?

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

How long are cookies stored for?

Persistent cookies - these cookies remain on a user's device for the period of time specified in the cookie. They are activated each time that the user visits the website which created that particular cookie.

Session cookies - these cookies allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted.

Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences and generally improve the user experience.

You can find more information about cookies at <u>www.allaboutcookies.org</u> and <u>www.youronlinechoices.eu</u>.

Cookies used on the Website

A list of all the cookies used on the website by category is set out below.

Strictly necessary cookies

These cookies enable services you have specifically asked for. These cookies are essential in order to enable you to move around the Website, and use its features, such as accessing secure areas of the Website.

Performance cookies

These cookies collect anonymous information on the pages visited. By using the Website, you agree that we can place these types of cookies on your device.

These cookies collect information about how visitors use the Website, for instance, which pages the visitors go to most often and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how the Website works.

Functionality cookies

These cookies remember choices you make to improve your experience. By using the Website, you agree that we can place these types of cookies on your device.

These cookies allow the Website to remember choices you make (such as your user name, language or region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts or other parts of web pages that you can customise. They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

Third party cookies

These cookies allow third parties to track the success of their application or customise the application for you. Because of how cookies work we cannot access these cookies, nor can the third parties access the data in cookies used on our site.

For example, if you choose to 'share' content through Twitter, or other social networks, you might be sent cookies from these websites. We don't control the setting of these cookies, so please check those websites for more information about their cookies and how to manage them.