

www.italsoc.com

Privacy Policy

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

(1) What information do we collect?

We may collect, store and use the following kinds of personal data:

- (a) information about your computer and about your visits to and use of this website including your IP address, geographical location, browser type, length of visit and number and type of page views.
- (b) information relating to any transactions carried out between you and us on or in relation to this website.
- (c) information that you provide to us for the purpose of registering with us.
- (d) information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters.
- (e) any other information that you choose to send to us.

(2) Cookies

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We may use both "session" cookies and "persistent" cookies on the website. We may use the session cookies to: keep track of the pages you visit whilst you navigate the website. We may use the persistent cookies to: enable our website to recognise you when you visit.

Session cookies may or may not be deleted from your computer when you close your browser. Persistent cookies may or may not remain stored on your computer until deleted, or until they reach a specified expiry date.

We use statistical analysis programmes provided by www.bluehost.com to analyse the use of this website. www.bluehost.com may generate statistical and other information about website use by means of cookies, which may be in turn stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. www.bluehost.com will store this information.

Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector. Blocking all cookies will, however, have a negative impact upon the usability of many websites, ultimately including this one.

(3) Using your personal data

Personal data submitted on this website will be used for the purposes specified in this privacy policy in relevant parts of the website.

We may use your personal information to:

- (a) administer the website;
- (b) improve your browsing experience by personalizing the website;
- (c) enable your use of the services available on the website;
- (d) send to you goods purchased via the website, and supply to you services purchased via the website;
- (e) send statements and invoices to you, and collect payments from you;
- (f) send you general (non-marketing) commercial communications;
- (g) send you email notifications which you have specifically requested;
- (h) send to you our newsletter and other marketing communications relating to our business or the businesses of carefully-selected third parties which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology. You can inform us at any time if you no longer require marketing communications
- (j) deal with enquiries and complaints made by or about you relating to the website;
- (k) May there be any financial transactions all of them are handled through third parties payment services provider such as Paypal. You should only provide your personal information to Paypal after reviewing the Paypal privacy policy (available at www.paypal.com). We will share information with Paypal only to the extent necessary for the purposes of processing payments you make via our website.

(4) Disclosures

We may disclose information about you to any of our committee members, present and future ones insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose information about you:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);

Except as provided in this privacy policy, we will not provide your information to third parties.

(5) International data transfers

Information that we collect may be stored and processed in and transferred between any of the countries in which the website is registered in accordance with this privacy policy.

Information which you provide may be transferred to countries including the United

States which do not have data protection laws equivalent to those in force in the European Economic Areas (EEA).

In addition, personal information that you submit for publication on the website will be published on the internet and may be available, via the internet, around the world.

You expressly agree to such transfers of personal information.

(6) Security of your personal data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure servers.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

You are responsible for keeping your password and user details confidential. We will not ask you for your password.

Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the license you grant to us.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

(7) Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

(8) Your rights

You may instruct us to provide you with any personal information we hold about you.

You may instruct us not to process your personal data for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal data for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal data for marketing purposes.

You may instruct us to delete any personal information or record we hold about you and you may do so by communicating it to : italia@st-andrews.ac.uk

(9) Third party websites

The website contains links to other websites. We are not to be held responsible for any of the privacy policies or practices of third party websites.

(10) Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

(11) Contact

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email to Italia@st-andrews.ac.uk or by post to :

The Italian Society
The University of St Andrews Students' Association
St Mary's Place
St Andrews, Fife
KY16 9UZ