

## Privacy policy

Warwickshire Local Dental Committee takes privacy issues seriously and we are committed to protecting your personal information. This privacy policy explains what information is being collected about you, how personal information is being used, to whom personal information is being disclosed and how this personal information is stored and protected. This privacy policy has been developed in accordance with our legal obligations.

Please read the following carefully to understand our views and practices regarding your personal information and how we will treat it.

Please note that the type of information we collect and hold about you may depend on whether or not you are a dentist practising within an area covered the Warwickshire Local Dental Committee.

## What information is being collected?

If you register with our website, register for events or information provided by Warwickshire Local Dental Committees, you will be asked to submit personal information. This may include your name, surname, your GDC registration number, where you practise and email address. For other services, we may require further personal details. We gather this information to allow us to process your registrations, applications or any services you require.

By using our website (whether you are a registered user or not), our webserver collects certain information (through log files or cookies) such as:

- IP addresses
- host names
- domain name
- the time and date information is requested
- the browser version and platform when information is requested
- a record of which pages have been requested.

We use the webserver information to produce visitor statistics in relation to which pages are being accessed. We may also use it to monitor usage patterns on this website in order to improve navigation and design features to help you get information more easily.

## **Our use of cookies**

Cookies are small pieces of information stored by our web server on your computer when you visit our website. The information is stored in the form of a small data file written to your hard drive. These contain information which enables the web server to personalise your use of our site and present you with relevant content. Cookies also enable us to analyse and improve the navigation and content of the website. Most browsers allow the user to control the cookies, including whether or not to accept them and how to remove them. If you disable cookies on your computer or device, some of the features of our website may be unavailable to you.

Cookies are used to:

- measure how you use the website so it can be updated and improved based on your needs
- remember the notifications you have seen so that we do not show them to you again

Cookies collected at Warwickshireldc.org are not used to identify you personally. You will normally see a message on the site before we begin storing cookies on your computer. You may wish to find out more about how to manage cookies. You can do this by visiting [www.aboutcookies.org](http://www.aboutcookies.org)

## **Measuring website usage (Google Analytics)**

We use Google Analytics software to collect information about how you use Warwickshireldc.org. We do this to help make sure the site is meeting the needs of its users and to help us make improvements to the site.

Google Analytics stores information about:

- the pages you visit on Warwickshireldc.org
- how long you spend on each Warwickshireldc.org page
- how you got to the site
- what you click on while you are visiting the site

We do not collect or store your personal information via cookies (e.g. your name or address) so this information cannot be used to identify who you are. We do not allow Google to use or share our analytics data.

## **IP addresses**

Each time you use the internet, an IP address is assigned to your computer via your Internet Service Provider. This number may either be the same or different each time. Each time your computer requests information from our website, we log your IP address on our server. We may use this information in order to gather information about website traffic.

## **How is personal information being used?**

If you have registered with your LDC via our website we may use your personal information to communicate with you so that you can get the most from your Local Dental Committee. The information you submit to us for registration will be held by us to administer your registration details and to fulfil our obligations to you as a contributing constituent of your Local Dental Committee or Committees.

## **How is personal information stored and protected?**

Keeping your personal details private is very important to us. Our website uses encryption via Secure Socket Layer (SSL) protection to ensure the safe transmission of data.

Despite our best efforts, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot warrant the security of any information you transmit to us and so you do so at your own risk. Once we receive your transmission, we make our best efforts to ensure its security on our systems.

## **Signing up to our website alerts**

Our secretary provides our website notifications and email service. By registering with your LDC you will be agreeing to our secretary handling your data.

The secretary handles the data purely to provide this service on our behalf. They observe the requirements of the Data Protection Act 1998 in how they obtain, handle and process your information and will not make your data available to anyone other than Warwickshire Local Dental Committee (in order for you to receive information and support from your Local Dental Committee/s).

## **Updating your details**

Should you wish to update or change any of the personal or workplace details that we hold about you, you may contact us via the [website](#), by email ([info@warwickshireldc.org](mailto:info@warwickshireldc.org)) or by telephone (01926 334421).

## **Links to other websites**

Our website may, from time to time, contain links to and from the websites of our partner agencies, affiliates and other organisations. 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. More information is available in our terms and conditions for the use of this website.

## **Your consent**

By using our website and/or by submitting your information to us you consent to the use of that information as set out in this policy.

## **Changes to our privacy policy**

If we change our privacy policy we will post the changes on this page, and may place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times.