

19/07/2016

Privacy Policy

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Date Written:	1/10/2015		
Approved:			
Review date:	19/07/2016		
Document status	<input checked="" type="checkbox"/> Working draft v2	Consultation release	Final version

Definitions

“**Personal Information**” for the purposes of this policy, is information about individuals or which may identify an individual

1. **Basic Beliefs**

TMWW is committed to safeguarding the personal information it may hold at any time in respect to an individual.

2. **Purpose**

The security of any data collected is of concern to us and TMWW will take reasonable steps to protect personal information from misuse and loss, and from unauthorised access, modification or disclosure.

3. **Guiding Principles**

- TMWW will not ordinarily collect any information about an individual except where it is provided to us by the individual to undertake TMWW member activities.
- TMWW will not make use of personal information which it has collected except for the purpose it was collected, or for a purpose you would reasonably expect in carrying out the Library’s activities.
- TMWW will not disclose personal information to another organisation or individual.
- TMWW will respect an interviewee’s right to request that certain information be withdrawn or deleted from any digital or print record of interview.
- TMWW will not keep a log record of visits to the website
- Cookies are not used on TMWW’s sites to gather personal information about users.
- TMWW’s website contains links to several other sites. When a user moves to another site, they leave the TMWW site and are no longer protected by these privacy conditions.

4. **Evaluation**

5. **Associated Procedures**

6. **Reference**