

# Welsh Guards Charity Website Privacy Policy

## 1.0 OUR CORE BELIEFS REGARDING USER PRIVACY AND DATA PROTECTION

- User privacy and data protection are human rights
- We have a duty of care to the people within our data
- Data is a liability, it should only be collected and processed when absolutely necessary
- We will never sell, rent or otherwise distribute or make public your personal information

## 2.0 RELEVANT LEGISLATION

Along with our business and internal computer systems, this website is designed to comply with the following national and international legislation with regards to data protection and user privacy:

- [UK Data Protection Act 1988 \(DPA\)](#)
- [EU Data Protection Directive 1995 \(DPD\)](#)
- [EU General Data Protection Regulation 2018 \(GDPR\)](#)

This site's compliance with the above legislation, all of which are stringent in nature, means that this site is likely compliant with the data protection and user privacy legislation set out by many other countries and territories as well. If you are unsure about whether this site is compliant with your own country of residences' specific data protection and user privacy legislation you should contact our data protection officer (details of whom can be found in [section 9.0](#)) for clarification.

## 3.0 PERSONAL INFORMATION THAT THIS WEBSITE COLLECTS AND WHY WE COLLECT IT

This website collects and uses personal information for the following reasons:

### 3.1 Site visitation tracking

Like most websites, this site uses Google Analytics (GA) to track user interaction. We use this data to determine the number of people using our site, to better understand how they find and use our web pages and to see their journey through the website.

Although GA records data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you to us. GA also records your computer's IP address which could be used to personally identify you but Google do not grant us access to this. We consider Google to be a third party data processor (see [section 6.0](#) below).

GA makes use of cookies, details of which can be found on [Google's developer guides](#). FYI our website uses the analytics.js implementation of GA.

Disabling cookies on your internet browser will stop GA from tracking any part of your visit to pages within this website.

### 3.2 Comments on our blog/news/listings

N/A – we have no blog or facility to comment.

### 3.3 Contact forms and email links

Should you choose to contact us by e-mail, none of the data that you supply will be stored by this website or passed to / be processed by any of the third party data processors defined in section 6.0. Instead the data will be collated into an email and sent to us over the [Simple Mail Transfer Protocol \(SMTP\)](#). Our SMTP servers are protected by [TLS](#) (sometimes known as SSL) meaning that the email content is encrypted using [SHA-2](#), 256-bit cryptography before being sent across the internet. The email content is then decrypted by our local computers and devices.

### 3.4 Email newsletter

N/A - We do not e-mail a newsletter.

## 4.0 HOW WE STORE YOUR PERSONAL INFORMATION

We do not ask you for any personal information and so do not store any personal information.

## 5.0 ABOUT THIS WEBSITE'S SERVER

This website is hosted by [Oyster Design].

Some of the data centre's more notable security features are as follows:

- 3m rota-spike security fence and perimeter anti ram barriers
- Blast proof anti-intruder shielded external windows and doors
- Proximity access locks on all external and internal doors
- Interlocked man-trap doors with biometric iris scanners to gain access into data floors
- Server cabinets have locked doors (no open racks)
- Perimeter and internal IP CCTV system monitored 24x7
- 24x7 on-site security guards with static and mobile patrols
- All on-site personnel are security vetted to BS7858 standard
- Only authorised security cleared staff are allowed into the facility

Full details of our hosting company's data centre can be found [link].

All traffic (transferral of files) between this website and your browser is encrypted and delivered over [HTTPS](https://).

## **6.0 OUR THIRD PARTY DATA PROCESSORS**

As a website we do not process any personal data.

## **7.0 DATA BREACHES**

We will report any unlawful data breach of this website's database or the database(s) of any of our third party data processors to any and all relevant persons and authorities within 72 hours of the breach if it is apparent that personal data stored in an identifiable manner has been stolen.

## **8.0 CHANGES TO OUR PRIVACY POLICY**

This privacy policy may change from time to time in line with legislation or industry developments. We will not explicitly inform our clients or website users of these changes. Instead, we recommend that you check this page occasionally for any policy changes. Specific policy changes and updates are mentioned in the change log below.

## **9. CHANGE LOG**

### **08/04/2018**

- Privacy policy instigated

## **10.0 DATA CONTROLLER**

The data controller of this website is: Regimental Headquarters Welsh Guards, a UK Military organisation running the Welsh Guards Charity with Charity Commission Registration number 1152766.

Whose registered office is:

Wellington Barracks  
Birdcage Walk  
London SW1E 6HQ

And whose operating officer is:

Major (Retired) M E Browne  
Assistant Regimental Adjutant

## **11.0 DATA PROTECTION OFFICER**

Contact for all privacy concerns and enquiries:

Regimental Quartermaster Sergeant (RQMS)  
Telephone - 0207 414 3290  
e-mail: [INFHQ-FTGDS-WG-RQMS@MOD.UK](mailto:INFHQ-FTGDS-WG-RQMS@MOD.UK)