



## Privacy Policy

Last modified 1st July 2017

### 1 Scope

This Privacy Policy covers your usage of and interactions with this website. The data controller responsible for this website is Congresbury Community Library. If you have any questions in relation to our use of your details, write to us at: Congresbury Community Library, Station Road, Congresbury, North Somerset BS49 5DX.

### 2 Data Collected by Third Parties

This website is hosted by Paragon Internet Group Ltd t/a Tsohost. The Tsohost privacy policy, which can be viewed at <https://www.tsohost.com/terms-and-conditions> applies to this site.

### 3 Access to and Sharing of Data

In addition to any circumstances described below, we may share any data we collect if we are required to share data with the legal authorities to fulfil our obligations under the law of England and Wales.

If we wish to access or share your data in any way not described in this privacy policy, we will contact you beforehand and only proceed with your explicit consent.

### 4 Data We Collect and How We Use It

When submitting a form on this website, the submitted data is sent to us. We use this data to contact you in relation to your enquiry. Access to data we collect is limited to the members of our staff who require that data to perform their duties.

### 5 Changes to this Privacy Policy

We may occasionally make changes to this Privacy Policy. Following any changes, the date at the top of the Privacy Policy will be updated. If any change allows for the wider access to or sharing of data, such changes will only apply to data collected after the date of the updated Privacy Policy.

