

# Privacy Policy

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## General

Cofnod is the North Wales Environmental Information Service, collating and sharing wildlife and other related data for our region. We are registered as a data controller under the Data Protection Act and will comply with the terms of the Act and any other relevant legislation or regulations. In particular we will keep all personal information secure from any unauthorised or accidental use, access, disclosure, damage, loss or destruction.

Our website is controlled by us and we respect the confidentiality of our website users, protecting their privacy and taking care over the security of their information.

## Personal Information

Cofnod holds personal information, about those who have shared data with us, or may do so in the future. This information is important to us as it allows us to attribute data correctly to those individuals or organisations who have volunteered their data for use. It also allows us to contact people to ask for further information about the data, provide feedback or ask for an update.

Although the majority of the content on our website is open for anyone to view, certain restricted areas, such as our Online Recording System (ORS) require users to register their details, such as their name and email address. This information is stored by us to allow continued access to content or for us to communicate with users. This communication only occurs where users have opted to receive it and it is possible to opt out at any time.

## Data protection

Cofnod promises to keep all personal data safe. It will store it securely and will not sell, trade or rent personal information to others. By providing personal information we may use it to make contact about aspects of our work, including relevant events and training opportunities. If people would prefer not to receive this information it is possible to opt-out by unsubscribing to mailings or by changing user preferences in the “My Details” of the Cofnod website.

Anyone we store personal information about has the right to ask for a copy of their information and we are happy to amend or remove the information by emailing [datacontroller@cofnod.org.uk](mailto:datacontroller@cofnod.org.uk) or writing to us at the address below.

Cofnod will allow interested parties at all reasonable times to inspect and review the steps taken to comply with our Data Protection responsibilities and will provide any assistance reasonably required with that inspection.

## Cookies on our website

Cookies on our website help us to arrange the content and layout and recognise those computers that have used the site previously, helping us to enhance the usability and performance of our site. They help identify which of our pages are the most popular and how a visitor has used the site. All this information is used merely to increase the usability of the site and is not passed on by us. You can opt out of cookies by either setting your browser to reject all cookies, to only allow only “trusted” sites or accept only those websites you are currently on. Please note if you do delete all cookies, some features of our website will not function.

**Cofnod, Intec, Ffordd y Parc, Parc Menai, Gwynedd, LL57 4FG.**