

GDPR Privacy Notice

for

Linkcheck Limited also trading as Bristol Web

Purpose of privacy notice

The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the GDPR). This legislation replaces the earlier data privacy law, giving more rights to you as an individual and more obligations to organisations holding your personal data.

One of your rights is a right to be informed, which means we have to give you information about the way in which we use, share and store your personal information.

This document constitutes the privacy notice. When requested we will provide you with any information we hold on you, along with information about how we use it and the legal basis on which we are using it.

This new privacy notice comes into effect and will be published on our web sites on 25 May 2018.

Who are we?

Linkcheck Limited is the data controller of Linkcheck Limited, Bristol Web and various enterprises as noted below. Linkcheck Limited's Registered Office is at 44 Kellaway Avenue Bristol BS6 7XU.

Enterprises owned and administered by Linkcheck Limited include:

About Bristol, Bristol Index, Bristol Information, Bristol Views, Bristol Web Design, Bristol Web Portal, Linkcheck Web Design, Stiles Genealogy.

Enterprises managed by Linkcheck Limited on behalf of other web site owners include:

Moonrakers Genealogy, Old Fairfieldians.

Additional Enterprises Linkcheck Limited hosts web sites and manages email for its clients.

Whose information does this privacy notice apply to?

This privacy notice applies to information we collect for the above-named enterprises from:

- visitors to our various web sites and our clients' web sites;
- queries and submissions through our web site forms;
- direct email and telephone queries.

What is personal data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. Examples of personal data we may hold about you may include your contact details.

Special category data is a sub-category of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or a natural person's sex life or sexual orientation. Special category data is used only if relevant to a discussion with the person.

How do we process your personal data?

We comply with our obligations under the GDPR by keeping personal data up to date where possible; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We may use your personal data for the purposes set out below.

1. Linkcheck Limited uses your name, address, telephone number and email address in discussions with you or to make and rearrange appointments. Also to notify our clients of changes to our businesses or provide legal or technical information they need to know in relation to their web and mail services.
2. Whilst our mail server is capable of sending and receiving encrypted emails, third party email services may not be, so you should be aware that any emails we send or receive may not be protected in transit. Emails, including their file attachments, that are sent to us and our clients through our mail server are monitored for viruses, malicious software, phishing and spam; although we cannot be held responsible if such email evades our traps. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.
3. Linkcheck Limited does not send out marketing information nor supply any of your details to third parties. Some of our web sites have forums for posting information and requests. You are responsible for the information posted on those forums, including any personal details. If we allow an email address for forum contact, that is not published on the forum; any contact from the web site through that address is hidden from the sender.
4. Bristol Index is a directory of businesses, shops, entertainments, facilities and services in the Bristol area. Submissions by the owners of same are published online complete with contact details as and when submitted. Any or all such contact details can be removed on application to Linkcheck Limited.
5. In the case of Moonrakers, Linkcheck Limited manage only the web site; the Moonrakers Genealogy list is not maintained by us. If requested, we add research information submitted through the web site's forms to the Moonrakers web site. Linkcheck Limited is not responsible for the content nor accuracy of such information.

6. In the case of Old Fairfieldians, Linkcheck Limited manages only the web site; the Old Fairfieldians organisation is not administered by us. If requested, we add information to the Old Fairfieldians web site. Linkcheck Limited is not responsible for the content nor accuracy of such information.

Web site and Mail services.

Our web hosting and mail services are used by Linkcheck Limited enterprises and by our clients.

1. We do not employ any third party services such as Google Analytics or third party program scripts such as Javascript.
2. When someone visits one of our hosted web sites we collect standard internet log information. We do this to find out things such as the number of visitors to the various sites and to determine connection errors and to reject unwanted traffic. All logs are stored away from public access. The log information is only processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our web sites. If we do want to collect personally identifiable information through our web site, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.
3. We use transient web site cookies to improve user experience of our web sites by enabling our web sites to 'remember' users for the duration of their visit, using a 'session cookie'. We do not use 'persistent cookies'.
4. Where possible our own and our clients' web sites use secure (TLS) connection methods with appropriate security ciphers and policies and offer end-to-end encryption of communication between visitor and web server to improve user security.
5. Our web hosting service does not collect personal data of any kind. Any contact forms submitted to individual web sites by visitors are emailed directly to the web sites' owner via the hosting service's own mail server, keeping only a simple log entry on the web site.
6. Our mail server collects email and makes it available to the designated recipients. It also sends mail from Linkcheck Limited and its clients. Transient mail is processed to determine any virus or spam content as far as is possible but we do not accept responsibility for dangerous emails that are not caught. All stored mail is held securely.
6. Linkcheck Limited maintains and updates the web server's computer Operating Systems to Microsoft's recommended procedures. A firewall is employed to reject unwanted connections.
7. Linkcheck Limited maintains and updates the mail server computer Operating System to Linux's recommended procedures. A firewall is employed to reject unwanted connections.