

## Website Terms and Conditions

This website is owned and operated by **Hornimans Adventure Playground**, a registered charitable incorporated company in England and Wales, Charity Number: 1198333. References to “we”, “us”, “our”, or “Hornimans” in these Terms and Conditions refer to **Hornimans Adventure Playground**.

### 1. Copyright

1.1 The materials on this website are either the copyright of **Hornimans Adventure Playground** or of individual contributors and may be subject to other intellectual property rights.

### 2. Use of This Website

2.1 You agree not to:

- Rent, lease, lend, or sublicense any material obtained from this website.
- Reproduce, extract, store, or include any part of the website’s content in any other computer program or work without our prior written consent.
- Alter, transform, or build upon any content available on this website.
- Remove, obscure, or alter any copyright or trademark notices.

2.2 If you wish to reproduce any content from this website, please contact us at [hornimansadventure@btinternet.org](mailto:hornimansadventure@btinternet.org) to request permission. A fee may be applied depending on the nature of the use.

### 3. Links to Third-Party Sites

3.1 Our website may contain links to third-party websites. These links are provided for your convenience, but we do not have control over these external sites. Access to and use of third-party sites are at your own risk, and we do not endorse, sponsor, or accept responsibility for any content, products, or services available on these linked sites.

### 4. Data Protection

4.1 Any personal information you provide through this website will be processed in accordance with our **Privacy Policy**.

### 5. General Terms

5.1 If any provision of these Terms and Conditions is found to be unenforceable, the remainder of the provisions will continue to apply.

5.2 These Terms and Conditions are governed by English law, and any disputes will be subject to the non-exclusive jurisdiction of the English courts.

## Confidentiality, Data Protection, and Disclosure of Information Policy

### Purpose & Scope

At **Hornimans Adventure Playground**, we are committed to protecting the confidentiality of personal data held about our staff, users, volunteers, contractors, and donors. This policy outlines how personal information will be collected, stored, used, and disclosed in line with data protection regulations and best practices.

### Responsibilities

- All staff, trustees, volunteers, and committee members must ensure that all sensitive or personal information they encounter is treated with the highest level of confidentiality.
- Any breach of confidentiality, whether verbal or written, will be considered a serious matter and may result in disciplinary action.

### Data Processing

- The **Data Protection Officer (DPO)** for **Hornimans Adventure Playground** is the **Centre Manager**. The DPO ensures that all personal data is handled according to the data protection principles outlined in the **Data Protection Act** and other relevant legislation.
- Personal data will be collected and processed only with the consent of the individual, and for legitimate purposes only.
- Information will be stored securely, either in manual or electronic form, and will be accessible only to authorized personnel who need it to perform their duties.

### Disclosure of Information

- **Hornimans Adventure Playground** will only disclose confidential information to third parties where necessary and with the individual's consent, unless required by law or in situations of safeguarding or legal obligation (e.g., in the case of suspected fraud or health and safety concerns).

### Access to Information

- Individuals have the right to access personal information held about them by **Hornimans Adventure Playground**. Requests for access must be made in writing to the **Centre Manager** and will be processed within 30 days.
- We may charge a small fee to cover administrative costs related to providing access to this information.

### Disposal of Information

- Any data that is no longer required will be securely destroyed. This may be done in-house or, if necessary, by using an accredited external service provider. Destruction of sensitive information will be verified and documented.

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## Cookies Policy

## 1. What Are Cookies?

A cookie is a small piece of data sent from a website's server to your web browser and stored on your device. Cookies are used to improve user experience by, for example, remembering your preferences or login details when navigating from one page to another. Cookies cannot read data from your hard drive or other cookie files.

## 2. How We Use Cookies

### 2.1 First-Party Cookies:

We use first-party cookies to track and analyze user behavior through Google Analytics. These cookies help us understand how visitors use our website so we can improve the experience.

### 2.2 Third-Party Cookies:

We also use third-party cookies to facilitate specific features, such as:

- **Clicktools.com** (for registration forms and surveys)
- **JustGiving.com** (for processing donations)
- **YouTube.com** (for embedded video content)
- **Google Maps** (for location-based features)
- **Twitter/Facebook** (for social media integration)

### 2.3 Email Marketing:

Some of our email marketing communications are trackable, allowing us to analyze the effectiveness of our campaigns (e.g., open rates, click-through rates). You can unsubscribe from our email list at any time by clicking the unsubscribe link provided in each email.

## 3. How to Manage Cookies

### 3.1 First-Party Cookies:

You can adjust your browser settings to block cookies or alert you when a cookie is being sent. You can also delete cookies stored on your device manually.

### 3.2 Third-Party Cookies:

The third-party cookies we use are necessary for processing registrations, donations, and ensuring key website features work. Disabling these cookies may prevent certain functions from operating as intended.

## 4. What Cookies We Use

### First-party cookies:

- **Hornimansadventureplayground.org** (for analytics)

### Third-party cookies:

- **clicktools.com** (for forms)

- **justgiving.com** (for donations)
- **youtube.com** (for embedded video content)
- **maps.google.co.uk** (for maps)
- **twitter.com & facebook.com** (for social media sharing)

Please note that if you change your cookie preferences, some features of our website may no longer function as expected.

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## Conclusion

These policies have been created to ensure that **Hornimans Adventure Playground** operates in compliance with applicable laws and best practices, while maintaining transparency with users regarding their data and interactions with our website. If you have any questions or concerns about these policies, please feel free to contact us at **hornimansadventure@btinternet.com**