

## CLIP privacy policy

This privacy policy sets out how the Crew Lists Index Project (CLIP) uses and protects any information that you give CLIP when you use this website.

Use of our site implies your acceptance of this policy.

CLIP is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

CLIP may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

This policy is effective from 26 May 2012, updated 19 August 2012.

### What we collect

We may collect the following information:

- your name
- contact information including email address
- demographic information such as postcode, preferences and interests

### What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- We may occasionally send you emails about any information which we think you may find interesting using the email address which you have provided.

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

The CLIP web site does not require cookies to operate but we and our service provider may use cookies to collect website usage data to help improve our service.

CLIP is hosted by [Namesco](#) who may receive and record information on their server logs from your browser, including your IP address, cookies, and the pages you request. They also may collect other use information as part of their analytics services, in order to improve the service in accordance with their own privacy policy. **However, they do not link such information to any personally identifiable information you submit while on this site.**

We use the data from traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

- In Internet Explorer you can refuse all cookies by clicking “Tools”, “Internet Options”, “Privacy”, and selecting “Block all cookies” using the sliding selector.
- In Firefox you can block all cookies by clicking “Tools”, “Options”, and un-checking “Accept cookies from sites” in the “Privacy” box.
- For other browsers, please see their appropriate help files.

Blocking cookies will not affect the functionality of this site but may affect the functionality of other sites you visit.

### **Links to other websites**

Our website contains links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information**

You may choose to control the collection or use of your personal information in the following ways:

If you wish us to stop contacting you by email, please contact us.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please contact us.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.