

Green Gas Certification Scheme Privacy Policy

Version 1.1 – in force from 2011 to May 2018

This privacy policy sets out how Green Gas Certification Scheme uses and protects any information that you give Green Gas Certification Scheme when you use this website.

Green Gas Certification Scheme 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.

Green Gas Certification Scheme 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 May 2012.

What we collect

We will collect personal details such as your name, email address and telephone number either from information that you have given us whilst using the website or from any personal correspondence with us, such as emails. We also automatically collect information about your visit to our site using Google Analytics. This information is used to make your visit to our site more efficient, and to help us follow browsing preferences on our site so that we can make regular improvements.

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 products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- We will use your personal details in order to respond to your queries about the services we provide.
- We will not sell, distribute or lease your personal information to third parties
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.

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

We occasionally issue session cookies when strictly necessary for the operation of the website.

You can find out more about what cookies are, how to control them and delete them here: www.aboutcookies.org. 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. This may prevent you from taking full advantage of the website.

We use Google Analytics, which will issue cookies to help track how visitors use our website, this helps us monitor which pages you find useful and which you do not, and help us provide a better website. These do not hold any personal information. Further information on

Google Analytics and Privacy can be found here.
www.google.co.uk/intl/en/analytics/privacyoverview.html

Third party services such as Google Maps, Twitter and Facebook may also issue cookies

Email tracking

Our newsletters employ tracking so that we can monitor at an individual level whether a recipient has opened the email and what content they have clicked on. We only send our newsletter to recipients who have signed up to receive it. Recipients are able to easily unsubscribe from the newsletter if they wish.

Links to other websites

Our website may contain 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.

Information Requests

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 write to: Green Gas Certification Scheme, Capital Tower, 91 Waterloo Road, London SE1 8RT

Contact

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.