

# West Lothian Bike Library CIC Media and Cookie Policy



Last Updated 30 Aug 2018

Welcome to our website, <http://www.wlbikelibrary.co.uk>. We want you to have the best experience possible when using our website.

## Cookie Management

Our website, including the email services and contact forms use cookies and other storage technologies to provide functionality to ensure a good browsing experience. (for convenience all technologies are referred to as "cookies"). The cookies allow us to measure the website's use, provide options, allow personalisation, collect information from optional forms, and to optimise it for search engine visibility.

**By continuing you are consenting to our placing cookies on your computer and to analysing the way you use our website.**

Cookies are small text files that are placed on your computer, phone or other devices by websites that you visit. They are widely used to make websites work, or function more efficiently. They also provide information to the owners of the website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon as you visit our Website.

You can delete and block cookies using your internet browser settings, for further information please visit <http://www.allaboutcookies.org>.

Please note that by deleting or blocking cookies, our Website may not function correctly, and you may not be able to access certain areas of our Website.

See **Plugins and Cookies Section** for details of the plugins, add-ons and cookies we may use and why.

## Website and Blog

When you leave comments on the website, we collect the data shown in the comments form i.e. Comment, Name, Email, Website and the visitor's IP address and browser user agent string to help spam detection. Email address will not be published. The comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue. Comments may be checked through Akismet, an automated spam detection service.

An "avatar" is an image that represents you online—a little picture that appears next to your name when you interact with websites. A Gravatar is a **Globally Recognized Avatar**. You upload it and create your profile just once, and then when you participate in any Gravatar-enabled site, your Gravatar image will automatically follow you there. An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Comments left on Facebook, Instagram and twitter sites are subject to the privacy and cookie policies implemented by these providers.

## Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

## Contact Forms

Contact Forms are used on our website to provide you with a means of contacting us to make a request or referral. The personal data collected through these forms is processed and retained in accordance with the terms of our [Privacy Policy](#)

## Survey Forms

West Lothian Bike Library Tracker is used to gather feedback and monitor our services using Google Forms.

## Embedded content from other websites

Articles on our website may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if you have visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content.

## Analytics

The Website uses WP Statistics and Google Analytics Dashboard for WP. The plugins track and store user data. The data is used to provide a more personalized experience and to track navigation around our website. Both plugins anonymise IP addresses and allow users to opt-out of any future tracking.

## Social Media

We have social media pages on Facebook and Twitter. Please read the privacy statements of these social networks (which can change regularly) to read what personal data they collect and process on you.

## Paypal

Paypal link is provided, if you wish to make a donation or pay for bike loan or hire. Data related to paypal transactions is not held by WLBL. Using the paypal service is in accordance with Paypal's Privacy Policy.

[https://www.paypal.com/uk/webapps/mpp/ua/privacy-full?country.x=GB&locale.x=en\\_GB](https://www.paypal.com/uk/webapps/mpp/ua/privacy-full?country.x=GB&locale.x=en_GB)

## Plugins and Cookies

If you leave a comment on our web site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

The Plugins used by our website are outlined below

Plugin Name	Purpose	More information
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Smush	Reduces image file sizes to improve performance. Does not interact with website users. Newsletter subscription for website admin only. Uses third-party email service (Drip) to send emails to website admin. Administrator email is sent to Drip and a cookie is set. Only administrator information is collected	By <a href="#">WPMU DEV</a> <a href="https://premium.wpmudev.org/projects/category/plugins/">https://premium.wpmudev.org/projects/category/plugins/</a>
Really Simple SSL	Website security. Does not process identifiable information	By <a href="#">Rogier Lankhorst, Mark Wolters</a> <a href="https://really-simple-ssl.com">https://really-simple-ssl.com</a>
Akismet anti-spam service	Checks comments and contact form submissions against a global database of spam to prevent publishing malicious content.	By Automattic <a href="https://akismet.com">https://akismet.com</a>
Contact Form 7	Allows users to submit requests with their contact details through the site's Get in Touch/ Contact us page	By <a href="#">Takayuki Miyoshi</a> <a href="https://Contactform7.com">https://Contactform7.com</a>
Disable XML-RPC	disables XML-RPC API in WordPress 3.5+, which is enabled by default	By Philip Erb
Feed them Social (Facebook, Instagram, twitter)	Customize feeds for Facebook Pages, Album Photos, Videos & Covers, Instagram, Twitter, Pinterest & YouTube on pages, posts or widgets.	By <a href="#">SlickRemix</a>
Google Analytics Dashboard for WP (GADWP)	Displays Google Analytics Reports and Real-Time Statistics. Automatically inserts the tracking code in every page of your website. Uses IP address anonymisation. Has option to follow Do Not Track (DNT) sent by browsers. Supports user tracking opt-out	By <a href="#">ExactMetrics</a> <a href="https://exactmetrics.com">https://exactmetrics.com</a>
The Events Calendar	Shares Event, Venue, and Organizer information	By Modern Tribe, Inc. <a href="https://theeventscalendar.com/?utm_campaign=in-app&amp;utm_source=docblock&amp;utm_medium=plugin-tec">https://theeventscalendar.com/?utm_campaign=in-app&amp;utm_source=docblock&amp;utm_medium=plugin-tec</a>
UpdraftPlus – Backup/Restore	Back up and restore website	By <a href="#">UpdraftPlus.Com, DavidAnderson</a> <a href="https://updraftplus.com/">https://updraftplus.com/</a>
Wordfence Security	Anti-virus, Firewall and Malware Scan	By <a href="#">Wordfence</a> <a href="https://www.wordfence.com/">https://www.wordfence.com/</a>
WP Maintenance Mode	lets visitors know site is down for maintenance	By <a href="#">Designmodo</a> <a href="https://designmodo.com/">https://designmodo.com/</a>
WP Statistics	Provides site Analytics and Statistics Opt-Out Cookie allows users to disable tracking by placing cookie in their browser for 1 year. Anonymised IP addresses.	By <a href="#">Verona Labs</a> <a href="https://wp-statistics.com">https://wp-statistics.com</a>
WP101	Wordpress tutorials	By <a href="#">WP101Plugin.com</a>
Yoast SEO	search engine optimisation	By <a href="#">Team Yoast</a> <a href="https://yoast.com">https://yoast.com</a>
West Lothian Bike Library Tracker	Feedback on our services via Google Forms. Uses Email from google	<a href="https://docs.google.com/forms/d/e/1FAIpQLSfA42hU5430zhLQWJ8SnlywKR0rgkSID0AwAuomVeQGbw0tQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfA42hU5430zhLQWJ8SnlywKR0rgkSID0AwAuomVeQGbw0tQ/viewform</a> <a href="https://policies.google.com/privacy?hl=en#products">https://policies.google.com/privacy?hl=en#products</a>
Buy now via paypal	Use to make donations or payment for services through paypal. <a href="https://www.paypal.com/cgi-bin/webscr?cmd=_s-">https://www.paypal.com/cgi-bin/webscr?cmd=_s-</a>	<a href="https://www.paypal.com/uk/webapps/mpp/ua/privacy-full?country.x=GB&amp;locale.x=en_GB">https://www.paypal.com/uk/webapps/mpp/ua/privacy-full?country.x=GB&amp;locale.x=en_GB</a>

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If you have any questions, please [contact us](#)

Thank you for visiting our Website