

<b>Policy</b>	<b>Website Privacy</b>
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This website is operated by Abbeyfield Scotland. We, Abbeyfield Scotland, take your privacy seriously and we ask that you read this policy carefully, as it contains important information on:

- the personal information we collect about you;
- what we do with your personal information; and
- who your personal information might be shared with.

We are the controller of the personal information that we collect from you on our website, which means that we are legally responsible for how we collect, hold and use your personal information. It also means that we are required to comply with data protection laws when collecting, holding and using your personal information.

If you have any questions about this statement or how we hold or use your personal information, please contact our Data Protection Officer (DPO) at [dp@abbeyfield-scotland.com](mailto:dp@abbeyfield-scotland.com) or telephone 0131 2257801.

**Your attention is particularly drawn to section 2 of this policy, which confirms that you consent to your personal information and sensitive personal information being held and used by us as described in section 1 of this policy.**

**1. What personal information do we collect about you and why?** Our website is a place for you to find out more about us, what we do and the services that we provide.

When you visit our website, we collect personal information about you (including your name, address and e-mail address any other personal information that you provide when you contact us by telephone, e-mail or website enquiry form) when you:

- make a donation via our website;
- submit an employment application to us; and
- submit an enquiry to us.

**1.1. We use such personal information to:**

- process your donations, applications and enquiries;
- communicate with you, including in response to any of your enquiries;
- send you information about our work and services from time to time, if you have indicated that you wish to receive such communications;
- improve our services and respond to changing needs;
- comply with accounting, taxation and record keeping requirements;
- consider your feedback and handle and resolve complaints made by you;
- keep the personal information that we hold about you accurate and up-to-date (if you provide any new personal information to us via the website); and
- notify you of any changes to our website or to our services that may affect you.

We may not be able to provide the above services to you if you do not provide us with sufficient personal information to allow us to do so, for example, in relation to your payment card details when making donations.

**1.2.** We may also collect information about you via cookie files. A cookie is a small text file that is placed on to your computer or other access device when you visit our website. We use cookie files to:

- obtain information about your preferences, online movements and use of the internet;
- carry out research and statistical analysis to help improve our content and services and to help us better understand our visitor requirements and interests; and
- make your online experience more efficient and enjoyable.

The information we obtain from our use of cookies will not usually contain your personal information. Although we may obtain information about your computer or other access device, such as your IP address, your browser and / or other internet log information, this will not usually identify you personally.

The table below provides more information about the cookies we use and why:

Name of cookie	Owner	Purpose of the cookie
Google Analytics	Google Inc.	This is a web analytics service provided by Google Inc., which uses cookies to show us how you found and explored our website, and how we can enhance your experience. It provides us with information about how you used our website e.g. how long you stayed on the website, the average number of pages viewed and also tells us how many visitors we have had.
WordPress	WordPress	Registered members need a cookie to be able to log in. This is strictly necessary as WordPress will not work without it.  Visitors who leave a comment on a blog post will also have a cookie set on their computer. This is not strictly necessary as it is a user preference.

If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of this website.

## **2. What is our legal basis for holding and using your personal information?**

**2.1.** Data protection laws require us to have a legal reason for collecting, holding and using your personal information.

In some circumstances, we may rely on your consent as the legal reason. By providing us with your personal information and sensitive personal information (relating to your health, racial or ethnic origin and / or religious or other beliefs) and the personal information and sensitive personal information of other individuals via our website, you:

- consent to it being used by us as described in section 1 of this policy; and
- confirm that you have informed the other individuals of 12 years old and above of the content of this policy and they have provided their consent to their personal information and sensitive personal information being used by us as described in section 1 of this policy.

You and such other individuals have the right to withdraw your consent to us holding and using your and their personal information and sensitive personal information by contacting us. Once you / they have withdrawn your / their consent, we will no longer use your / their personal information and sensitive personal information for the purpose(s) set out in section 1 of this policy, which you originally agreed to, unless we have another legal reason for doing so.

**2.2.** Our other legal reasons for holding and using your personal information are:

- performance and management of any arrangements entered into between us via the website;
- legal and regulatory obligations which apply to us;
- protection of your vital interests; and
- our legitimate interests – while you have a legitimate interest in the protection of your personal information, we also have an overriding legitimate interest in handling and using your personal information, including sharing it with our contractors and service providers (listed in section 3 of this statement), for the purposes described in section 1 of this statement.

### **3. Who do we share your personal information with?**

**3.1.** We may share your personal information with the following organisations for the purposes described in section 1 of this policy:

- our service providers to process your donations, applications and to maintain the systems on which your personal information is stored;
- our solicitors and consultants for providing legal advice;
- our accountants; and
- other service providers involved in the operation and availability of our website.

### **4. How long do we keep your personal information?**

**4.1.** We will only keep your personal information for as long as we need to for the purposes described in section 1 of this policy, including to meet any legal, accounting, reporting or regulatory requirements. More information is contained in our data retention policy, which is available by contacting our DPO.

## **5. How do we keep your personal information secure?**

- 5.1.** The security of your personal information is of importance to us and we use technical and organisational measures to safeguard your personal information.
- 5.2.** However, while we will use reasonable efforts to safeguard your personal information, the use of the Internet is not entirely secure and, for this reason, we cannot guarantee the security of any personal information that is transferred by or to you via the Internet. If you have any concerns about the security of your personal information, please contact our DPO for more information.

## **6. What rights do you have in relation to your personal information that we collect, hold and use?**

- 6.1.** It is important that the personal information that we collect, hold and use about you is accurate and current. Please keep us informed of any changes by contacting us. Under certain circumstances, the law gives you the right to request:
- A copy of your personal information and to check that we are holding and using it in accordance with legal requirements.
  - Correction of any incomplete or inaccurate personal information that we hold and use about you.
  - Deletion of your personal information where there is no good reason for us continuing to hold and use it. You also have the right to ask us to do this where you object to us holding and using your personal information (details below).
  - Temporarily suspend the use of your personal information, for example, if you want us to check that it is correct or the reason for processing it.
  - The transfer of your personal information to another organisation.

You can also object to us holding and using your personal information where our legal basis is a legitimate interest (either our legitimate interests or those of a third party).

Please contact our DPO if you wish to make any of the above requests. When you make a request, we may ask you for specific information to help us confirm your identity for security reasons. You will not need to pay a fee when you make any of the above requests, but we may charge a reasonable fee or refuse to comply if your request for access is clearly unfounded or excessive.

## **7. Feedback and complaints**

- 7.1.** We welcome your feedback on how we hold and use your personal information.
- 7.2.** You have the right to make a complaint to the Information Commissioner, the UK regulator for data protection, about how we hold and use your personal information. The Information Commissioner's website is <https://ico.org.uk/> and complaints can be made [here](#).
- 7.3.** If you would like to receive this policy in alternative format, for example, audio, large print or braille, please contact our DPO.

## **8. Updates to this policy**

**8.1.** We may update this policy at any time, and you should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access our website.

Status: Mar 2019

Date of next review: 2022