

Privacy Policy

In Control Scotland respects your privacy and is committed to protecting your personal data and being transparent about how we collect and use your data. We will comply with all current data protection legislation. This privacy notice, together with our terms of use, explains how we use any personal information that you provide, or which is provided to us by third parties.

By visiting our website, or responding to social media posts, you are accepting and consenting to the practices described in this notice, so please read it carefully. This website www.in-controlscotland.org is owned and operated by In Control Scotland, who is also the Data Controller.

In Control Scotland is a registered charity (registered in Scotland No. SC042000). We are also a company limited by guarantee (registered in Scotland No. SC358414).

The registered office is:

c/o Neighbourhood Networks
Pavilion 5A, Moorpark Court
25 Dava Street
Glasgow
G51 2JA

This privacy notice was last updated in May 2023. It's important that the personal data that we hold about you is accurate and up to date. Please keep us informed if your personal data changes during the duration of your relationship with us.

What Information Do We Collect?

We will collect, store and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth. (only where required)
- Gender.
- Location of employment or workplace.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or

cover letter or as part of the application process). ONLY if you are applying to work with us!

- Employment records (including job titles, work history, working hours, training records and professional memberships).

From time to time, we may also collect, store and use the following more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

Why Do We Collect Your Information?

Under the *General Data Protection Regulation (GDPR)*, and the UK's *Data Protection Bill*, we must have a legal reason to keep your data and process it. When In Control Scotland provides you with a service, we will process your data on the basis of legitimate interest or public task. We do this because we cannot provide a service to you without using your personal information.

Who Do We Share Your Information With?

We only share your data within In Control Scotland with people who need to see it in order to provide you with a service. We may be required to share your data with other agencies for legal reasons, those situations might be:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest [or for official purposes].

On these occasions we will ask you for consent to use your data, for example to help us inform the public about our work. If this is the case, we will explain to you exactly what your data will be used for. You can withdraw your consent at any time, and wherever possible, any of your data that has been used for publicity purposes will be deleted.

Who is Responsible for Your Data?

The allocated data controller for In Control Scotland is responsible for your data.

How Long Do We Keep Your Data?

In Control Scotland will keep your data for a specified period of time once we have finished working with you. Depending on the nature of the service and our legal obligations this will be a minimum of 6 years.

What Information Do We Collect?

The personal information we collect may include name, address, email address, telephone numbers, date of birth and gender. Data protection law recognises that certain categories of personal information are more sensitive. These are known as special categories of data and cover health information, race, religious beliefs and political opinions. We do not usually collect special categories of data about anyone unless there is a clear reason for doing so, such as participation in an event or where we need to ensure we provide the appropriate facilities or support to enable you to participate in an event.

How Do We Use Your Data?

We may use your personal information for:

- dealing with our enquiries, requests and complaints
- providing you with information about our work activities events and services
- complying with our legal obligations, policies and procedures.
- providing and personalising our services
- marketing
- conducting market research

How We Communicate With You?

Being able to communicate with you is important, as your support and interest will help us transform the work we do. We believe in being open, honest and transparent and want you to feel comfortable about your decision to give us your personal information and how we use it. We will use the details you provide to us to communicate with you about the work we are doing and the programmes you can get involved with.

We will only communicate with you in the way you wish us to and we will always respect your privacy. We may use your personal information to contact you with newsletters, marketing or promotional materials and other

information that may be of interest to you. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe link or instructions provided in any email we send.

We will take appropriate measures to keep your personal information safe and secure and we promise not to contact you more than necessary. We will also never pass your personal information on to other organisations for them to use for their own marketing purposes.

In Control Scotland collects and uses your personal information by relying on the 'legitimate interest' legal basis. This is because when you, for example, request to receive information from us, we have a legitimate organisational interest to use your personal information to respond to you.

We will always provide you with the option to opt out and be removed from our contact mailing list. We will only communicate with you in the way you have told us to.

Email/Text Marketing

If you have actively provided your consent to us along with your email address and/or mobile phone number, we may contact you for marketing purposes by email or text message. By subscribing to our mailing list or opting in to email communication from In Control Scotland you grant us the right to use the email address for email marketing.

Post/Telephone Marketing

If you have provided us with your postal address or telephone number, we may send you direct mail or telephone you about our work unless you have told us that you would prefer not to receive such information.

It's Your Decision

It is always your decision as to whether you want to receive information about our work and the ways you can get involved.

Other Websites

Our website may contain links to other websites that are outside our control and are not covered by this privacy notice. If you access other sites using the links provided, the operators of these sites may collect

information from you that will be used by them in accordance with their privacy notice which may differ from ours.

Visitors to our website

In Control Scotland sometimes sends small data files, called cookies, from our website to your computer mobile phone or other device. Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive.

We use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to access some the information about our services. Some of these cookies allow us to count visits and traffic sources so we can measure and improve the performance of our site. They help us to know which pages are the most and least popular and see how visitors move around the site. The data collected is not shared with any third party. The information we get through the use of these cookies is anonymous and we make no attempt to identify you or influence your experience of the site while you are visiting it. If you do not allow these cookies, we will not be able to include your anonymous visit in our statistics.

What Are Your Choices Regarding Cookies

If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser. Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly. You can find out more about cookies here: <http://www.allaboutcookies.org/>

Google Analytics

These cookies help In Control Scotland to analyse how users use the site.

These cookies identify the sites you visit subsequent to visiting our website and allows better and more relevant ads to be displayed to you. You can learn more about and control 3rd party remarketing on youronlinechoices.com.

Facebook

Facebook may use cookies to collect or receive information from In Control Scotland and other sites on the internet and use that information to provide measurement services and target ads. Visit the Facebook Basics page for further information on how this is implemented. Find out more about how to control 3rd party remarketing on youronlinechoices.com.

Embedded Content

YouTube video, Vimeo video, Facebook buttons

These cookies enable you to use functions embedded in our site (e.g., playing a YouTube video clip).

You can control and/or delete cookies as you wish or delete cookies installed by the site - for more details, see www.allaboutcookies.org.

You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. To do so you should modify your browser settings, click on the help section of your Internet browser and follow the instructions. However, if you do this, you may have to manually adjust some preferences every time you visit the site and some services and functionalities may not work.

During your visits to our site you may notice some cookies that are not related to in Control Scotland. You should check the third party websites for more information about these.

We take the security of your personal information very seriously. We have internal policies, controls and appropriate data collection, storage and processing practices and security measures in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

The security of your personal information is important to us and we work hard to make sure that our security procedures do the job they are designed to do, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security. As such we make no warranties as to

the level of security afforded to your data, except that we will always act in accordance with the relevant UK and EU legislation.

Please be aware that any personal information you choose to post on the public areas of our website or social media channels can be read, collected, or used by other users and could be used to send you unsolicited messages. We are not responsible for the personal information you choose to make public. In addition, we are not responsible for the content you publicly post on the site that can be found via web-based search engines.

Under the General Data Protection Regulation (GDPR), you have the following rights:

1. the right to be informed.
2. the right to access your personal information.
3. the right to edit and update your personal information.
4. the right to request to have your personal information deleted.
5. the right to restrict processing of your personal information.
6. the right to data portability.
7. the right to object - including automated decision making and profiling.
8. the right to lodge a complaint with a supervisory authority.

If you wish to exercise your rights, please contact us, providing as much information as possible about the nature of your contact with us to help us locate your records. Any changes you have requested may take 30 days before they take effect.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

Jurisdiction

This Policy shall be governed and construed in accordance with the laws of Scotland, England and Wales, without regard to its conflict of law provisions.

Contact Us

If you have any questions about this Privacy Policy, please [contact us](#).