

## **Coalition of Carers in Scotland**

### **Privacy Statement**



At the Coalition of Carers in Scotland we take your privacy seriously and will only use your personal information to provide you with the information and services which you have agreed to.

#### **What information is being collected?**

- Contact information that you provide to us. Depending on what you sign up for, this may include your name, the organisation you are employed by or are affiliated to, your postal address, telephone number and email address.
- If you visit our Website at [www.carersnet.org](http://www.carersnet.org) we may record information about your visits to and use of our website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, and website navigation)
- We may use “session” cookies on our website. We will use the session cookies to keep track of you whilst you navigate the website. Session cookies will be deleted from your computer when you close your browser.
- Any other information that you choose to send to us.

#### **How will this information be kept safe?**

We use third party sites such as SurveyMonkey, Mailchimp and Eventbrite to collect data. These sites are based in the USA and are signed up to the EU-US Privacy Shield.

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure we have put into place physical, electronic and managerial procedures to safeguard and secure information we collect from you.

#### **Why is it being collected? How will it be used?**

We will only collect and store your contact details with your permission. In most cases we have collected your contact details because you have asked to become a member of the Coalition of Carers in Scotland, joined one of our forums or working groups, or asked to be added to our mailing list. If we contact you in relation to our work, we will not add your details to our mailing list without receiving your permission first.

We use our mailing list to provide interested parties with updates about our work and to provide them with information which we believe will be of interest to them. This may include details of meetings, briefing papers and leaflets and information on subjects of relevance to unpaid carers.

In addition we may use your personal information to:

- administer the website and make improvements to it
- provide third parties with statistical information about our users (this information will not be used to identify any individual user)

You should be aware that you can withdraw your consent at any time. Should you choose to withdraw consent, the Coalition of Carers will delete your personal information.

### **Who will it be shared with?**

The Coalition of Carers is managed by VOCAL Carers Centre and information will be kept securely by either members of staff employed by the Coalition of Carers in Scotland or VOCAL Carers Centre. This information will not be shared with any third parties without your explicit permission.

If you have any further questions about our privacy policy, or should you wish to complain about how the Coalition of Carers in Scotland has handled any aspect of your personal data, you can contact us by email: [coalition@carersnet.org](mailto:coalition@carersnet.org) or by Tel: 01786 850247