

Privacy statement

In Control Scotland fully respects your right to privacy. In strict accordance with the Data Protection Act (1998) and other, related legislation, we treat any personal information you supply to us with the highest standards of security and confidentiality.

In Control Scotland adheres to policies and procedures which explain how we process and protect your personal data to ensure compliance with Data Protection principles.

We collect personal information about you (and others if their personal information is provided by you) when you:

- Make a booking for an ICS event/workshop
- Sign up for In Control Scotland membership
- Sign up for our newsletter and other marketing information
- contact us through the “Contact Us” form on our website or by calling us on the telephone
- post material to our website and / or social media page
- complete feedback or surveys as part of your attendance at one of our events/programmes
- register at one of our events
- raise a complaint or dispute with us or are involved in a legally recordable incident at our premises (e.g. in relation to health and safety reporting)
- participate in promotional or marketing for In Control Scotland
- call the In Control Scotland office
- apply for a vacancy
- are a current or former employee

Collection of personal information

If you call our office and speak to one of our team members, details of your call may be recorded and held electronically. This allows us to access information should there be further contact between you and us, and to provide you with the best service we can.

In addition, we may also collect personal information from you when you correspond with us (for example, when you contact us by e-mail or by letter).

During any of our registration processes you will be asked to submit personal information about yourself (e.g. name and email address). By entering your

details in the fields requested, you enable us to provide you with certain services or to contact you as agreed during the registration process.

When you provide such personal information, you accept that we may retain your personal information and that it may be held by us for the purposes of providing the information, or services which you have requested. We do not share this information with anyone else unless we have your permission to do so.

About Cookies

Our website may use the following cookies, to help us to make our site better:

Google Analytics

These cookies are used by Google to collect information about how visitors use our website. We use the information to compile reports and to help us improve the website. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

[Google Analytics privacy policy](#)

AddThis

These cookies are set by AddThis to provide the site share facility. They are also used to provide analytics and targeted advertising.

[Add This privacy policy](#)

If you are not happy with any of these cookies being used, you can change your browser settings by visiting the following links:

Firefox: <http://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences?redirectlocale=en-US&redirectslug=Enabling+and+disabling+cookies>

Chrome: <http://support.google.com/chrome/bin/answer.py?hl=en-GB&answer=95647>

Internet Explorer <http://windows.microsoft.com/en-US/windows-vista/Change-Internet-Explorer-Privacy-settings>

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