

Clyde River Foundation

Data Protection Policy



Personal data is protected by UK legislation, specifically the Data Protection Act 1998, and the Privacy and Electronic Communications (EC Directive) Regulations 2003. Collection and storage of personal information will follow best practice.

Below is a list of FAQs to help you understand that we will take care of your data and explain any procedures we use.

1. What information will the Clyde River Foundation collect about me, what is it used for, and how is it obtained?
2. Will you ever share or sell my information?
3. How secure is the information which I give to you?
4. How long will you keep my information for?
5. What if I want to limit or stop receiving messages from the Clyde River Foundation?
6. How can I check, amend or request the deletion of the information you hold about me?
7. How do I request an information access report?
8. What types of information do you hope to collect through the website?
9. How is this information collected?

1. What information will the Clyde River Foundation collect about me, what is it used for, and how is it obtained?

Personal information is collected from you (eg name, postal/email address and telephone number) for initial contact purposes.

This information is collected in order to keep in touch with you and supply you with data relating to the Clyde River Foundation. This includes keeping you informed about issues that might potentially be of interest to you. The information which we collect in this way will typically include your name, postal and email addresses and telephone. We will also sometimes obtain contact information indirectly from third parties.

In some cases we may collect information that the Data Protection Act considers to be 'sensitive' (this could include details of affiliations). Such information will only be collected and retained with your specific consent.

Contact information might be shared on an online database so that members of the network can contact each other. The inclusion of any data on a public online database will require the prior and separate consent of the individual or relevant organisation.

2. Will you ever share or sell my information?

We will not sell your information to third party organisations, and we do not share your personal information with third parties for their benefit.

3. How secure is the information which I give to you?

The Clyde River Foundation takes the care of your data seriously and undertakes to protect your personal information in a range of ways. These measures include implementing specific technologies and procedures designed to protect your privacy, such as secure servers, firewalls and SSL encryption.

Any personal information transferred between locations will be both encrypted and password protected.

4. How long will you keep my information for?

We will retain your information for as long as you have an active relationship with the Clyde River Foundation. If you cease to have an active relationship with us or request to receive no further contact, we may retain some basic information in order to avoid sending you unwanted materials in the future, and to ensure that we don't accidentally duplicate information.

5. What if I want to limit or stop receiving messages from the Clyde River Foundation?

You may opt out of receiving specific information and types of messages from us by notifying us through the contact points listed below, or by following the opt-out instructions on any email you might receive from us.

6. How can I check, amend or request the deletion of the information you hold about me?

You may contact us to correct inaccuracies you find in the data which we hold about you, or if you wish to receive no further information from us, at any point in time. This can be done via:

Email: info@clyderiverfoundation.org

Post:

Clyde River Foundation

Institute of Biodiversity, Animal Health and Comparative Medicine

Graham Kerr Building

University of Glasgow G12 8QQ

Phone: 0141 330 5080

7. How do I request an information access report?

To request an information access report which details information we hold about you, please send your request in an email to the Clyde River Foundation at the same address as above...!

We aim to issue an initial response to all enquiries within five working days, and will offer a full response to all information access requests within forty working days of receipt.

8. What types of information do you hope to collect through the website?

The Clyde River Foundation aims to collect both personal and statistical data relating to the use of the website.

9. How is this information collected?

The Clyde River Foundation compiles data concerning the way in which the website is used through automated logging: this information does not identify how identifiable individuals are using the site. It is collected by means of click-stream tracking and the use of automatic logging files as you browse the website. (The information collected will include details of the IP address of your machine, the type of browser you are using, the operating system you are using, the time of your visit, the pages viewed, and any search queries you may make).

All other personal information is collected on a voluntary basis by means of any HTML forms which website visitors complete during their visit. Information submitted in this way is automatically entered onto our computer system.

Any alterations to our policy on the collection or use of data will be posted on this website.