



Changing the Chemistry

Privacy Policy

Version Control:

Version	Author	Approved	Approved by	Owner	Notes
1.0	Karen Anderson		Steering Group		
2.0	Tanya Castell	14/5/18	Board		
2.1		21/4/21	Board	Board Lead for Policies	Minor updates to reflect new Organisation structure
2.2	Neil Stevenson	22/01/22	Board	Board Lead for Policies	May need to review if we move to a new member platform



Privacy Policy

At Changing the Chemistry (CtC), we are committed to safeguarding and preserving your privacy. This Privacy Policy (together with any other documents referred to in it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by CtC. Please read the following carefully to understand our approach and practices regarding your personal data and how it will be handled.

The person responsible for data protection compliance is the Data Protection Advisor or Chair

INFORMATION WE MAY COLLECT FROM YOU

In running and maintaining our website (including for members of CtC, the membership forum) we may collect and process the following data about you:

1. Information that you provide by filling in forms on our website www.changingthechemistry.org (our site) or using the online membership forum. This includes information provided at the time of registering an interest in CtC, becoming a member, completing your member profile and various member activities within the forum e.g. posting a message or uploading a document to the site.
2. Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data.
3. Information provided voluntarily by you. For example, when you register for information or make a purchase.
4. Information that you provide when you communicate with us by any means.
5. We may ask you to complete surveys that we use for research purposes to help deliver our charitable aims although you do not have to respond to them
6. When you contact CtC we may keep a record of that correspondence.

Please note as a regulated Scottish Charitable Incorporated Organisation (SCIO) we are required to gather certain personal information on current members and we are also required to keep the name and date of leaving the charity of any former members for six years from the date of departure.

USE OF COOKIES

Our website uses cookies. Cookies provide information regarding the computer used by a visitor or member. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website and your experience.

We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. Such information will not identify you personally. It is statistical data. This statistical data does not identify any personal details whatsoever

You can adjust the settings on your computer to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your computer.



STORING YOUR PERSONAL DATA

The data that we collect from you may be transferred to and stored at a destination outside the European Economic Area (EEA). It may also be processed by people outside the EEA who are CtC members or who work for one of our suppliers. Such individuals may be engaged in the provision of support services or managing the data storage. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of the membership forum, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately the transmission and storage of information via the internet is not totally secure and on occasion such information can be intercepted. We will do our best to protect your personal data, however we cannot guarantee its security. Once we have received your information, we will use appropriate procedures and security features to try to prevent unauthorised access. We cannot guarantee the security of data that you choose to send us electronically; sending such information is entirely at your own risk. If we do become aware of any breach of our security that may have compromised your personal data, we will use best efforts to notify you without delay.

USES MADE OF THE INFORMATION

We use information held about you in the following ways:

- To provide you with the information, products or services that you request from us
- To provide you with information on products or services that we feel may be of interest to you
- To keep members of Changing the Chemistry informed of the charity's activities and to invite members to the Annual General Meeting to enable them to fulfil their membership duties (as members of a SCIO)
- To carry out our obligations arising from any contracts entered into between you and us
- To ensure that content from our site (both public and the membership forum) is presented in the most effective and accessible manner for you and your computer
- To allow you to participate in interactive features of our service, when you choose to do so
- To notify you about changes to our services
- For administering our website including the membership forum and other systems including by disclosing your personal information to organisations to whom we outsource functions (such as mailing and IT service providers). Our outsourced providers are not permitted to use or disclose your personal information except for their services to us or as required or authorised by or under law.
- To create and publish relevant content for example
 - To showcase your success in a members' newsletter
 - To create a case study on the website
 - Within the membership forum, your profile is available to other members to support the functioning of the peer support network to enable you to find other members who can help you with your board journey



- We may also use your data to provide you with relevant information e.g. about board positions or other board related information that may be of interest and we may contact you about these by post, electronic communications or telephone.

If you do not want us to use your data in this way, then you should contact us at contact@changingthechemistry.org before entering any personal data on our website.

DISCLOSURE OF YOUR INFORMATION

As a peer support network, members' information will be available via your member profile to the rest of the membership. We may also disclose your personal information to other members in order to operate the charity e.g. to upload your email address to MailChimp, a third party provider, to send out the newsletter. However only that information required for the operation of the task will be used and your address is only held on the form you submitted on joining and on the membership register (as required by the Office of the Scottish Charity Regulator OSCR).

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

1. In the event that we sell any or all of our business to the buyer.
2. Where we are legally required by law to disclose your personal information.
3. To further fraud protection and reduce the risk of fraud.

YOUR RIGHTS

You also have the right to require us to correct errors in the personal data that we hold and process for you if it is inaccurate or incomplete. You also have the right to ask us to delete your personal data from our records which includes the website, the list of people applying for membership and the membership register.

If you are a member of the charity then, as a peer support network, this would require you to resign your membership and, as already noted, we are required to keep your name and date of departure for 6 years by the charity regulator.

THIRD PARTY LINKS

On occasion we include links to third parties on this website. Where we provide a link it does not mean that we endorse or approve that site's policy towards visitor privacy. You should review their privacy policy before sending them any personal data.

ACCESS TO INFORMATION

You have the right to obtain a copy of the personal data that we hold and process for you. In accordance with the General Data Protection Regulation (GDPR) and other relevant data protection legislation, you have the right to access any information that we hold relating to you. Please note that for members nearly all the data we hold about you is available to access online in the membership forum.

If you believe that we have breached data protection legislation or this privacy policy, then you have the right to make a complaint to the Information Commissioner at <https://ico.org.uk/concerns/>

CHANGES TO OUR PRIVACY POLICY

We reserve the right to make changes to this privacy policy at any time. Any changes we make to our privacy policy in the future will be posted on the site and, where appropriate, notified to you by email.



CONTACTING US

Please do not hesitate to contact us regarding any matter relating to this Privacy Policy emailing contact@changingthechemistry.org