

This privacy policy sets out how the Central Scotland Green Network (CSGN) uses and protects any information that you give the Central Scotland Green Network when you use this website.

The Central Scotland Green Network is committed to ensuring that your privacy is protected. Should we ask you to provide certain information you can be assured that it will only be used in accordance with this privacy statement.

Central Scotland Green Network may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 01 September 2011.

What we collect

We may collect the following information:

- Name, Job title and employer if appropriate
- Contact information including address, postcode and email address

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may periodically send newsletters or other information which we think you may find interesting or useful using the email address which you have provided.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following way:

- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to Central

Scotland Green Network Support Unit, Hillhouse ridge, Shottskirk Road, Shotts, ML7 4JS or emailing us at supportunit@centralscotlandgreennetwork.org.

We will not sell, distribute, lease or disclose your personal information to third parties unless we are required by law to do so. We may use your personal information to send you information about third parties which we think you may find interesting.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.