

## Summary

### Cookies

When we provide services, we want to make them easy, useful and reliable. Where services are delivered on the internet, this sometimes involves placing small amounts of information on your device, for example, computer or mobile phone. These include small files known as cookies. They cannot be used to identify you personally. These pieces of information are used to improve services for you through, for example:

- enabling a service to recognise your device so you don't have to give the same information several times during one task
- recognising that you may already have given a username and password so you don't need to do it for every web page requested
- measuring how many people are using services, so they can be made easier to use and there's enough capacity to ensure they are fast

**Browser settings** You may choose to try and block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of the Site. **Cleaning Your Cookies and Browser Cache** For up-to-date instructions on clearing your cookies and other data from any websites see the Google article on [Clearing cache and cookies](#). The detailed instructions given here cover all of the major browsers. **Further Information and Turning off Cookies** For more information on cookies and your browser including instructions on how to turn them off completely from your browser provider, please click on your browser below:

- [Google Chrome](#)
- [Mozilla Firefox](#)
- [Apple Safari](#)
- [Opera](#)
- [Internet Explorer](#)

## Introduction

The website, [www.scvo.org.uk](http://www.scvo.org.uk) (the "Site") is operated by or on behalf of the Scottish Council for Voluntary Organisations ("SCVO"). We are committed to protecting and respecting your privacy. This privacy policy (the "Policy") (together with the [Site terms and conditions of use](#) (the "Terms") and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. For the purpose of the Data Protection Act 1998 ("the Act"), the data controller is the Scottish Council for Voluntary Organisations of Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB. In this Policy, when we refer to "you", we are referring to you, as the person or entity accessing, viewing and/or using the Site. Any reference to "we", "our", "us" is a reference to SCVO.

## Information we may collect from you

We may collect and process the following data about you:

- The information that we collect and which is voluntarily given by you via the Site, including any personal details you type and submit for example your email address, name and telephone number (and including any other information provided at the time of creating a membership application).

- If you contact us, we may keep a record of that correspondence or call.
- Details of your visits to the Site including, but not limited to, traffic data, location data, weblogs and other communication data, and the resources that you access.

## IP addresses

The information we collect via the Site may also include your IP address: this is the individual identification number that is assigned to your computer when it is connected to the Internet.

## Cookies

### What is a cookie?

A cookie is a small file of letters and numbers that we may store on your browser or the hard drive of your computer or device. They cannot be used to identify you personally. We use cookies to distinguish you from other users of the Site. This helps us to provide you with a good experience when you browse the Site and also allows us to improve the Site. Cookies are used to improve services for you through, for example:

- enabling a service to recognise your device so you don't have to give the same information several times during one task;
- recognising that you may already have given a username and password so you don't need to do it for every web page requested; and
- measuring how many people are using services, so they can be made easier to use and there's enough capacity to ensure they are fast

### Types of cookies used

The Site uses the following types of cookies:

- Session cookie – this type of cookie allows websites to link the actions of a user during a browser session so that the website is able to store certain information whilst the user is browsing the site.
- Third party cookies – these are cookies that are not set by SCVO but are instead set by a third party. The third party cookies on the Site are set by Google Analytics. Google Analytics sets cookies to help us accurately estimate the number of visitors to the Site and volumes of usage. This is to ensure that the service is available when you want it and fast. Third party cookies are also set by WordPress.

You can find more detailed information about the individual cookies we use and the purposes for which we use them in the tables below:

### Session Cookie – for managing your current visit

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Cookie	Typical content	Purpose	Expires
PHPSESSID	Randomly generated number	This essential site cookie is used to hold the unique session ID which is generated every time our site is visited. This cookie is deleted when you close the browser.	At end of session

### Google Analytics Cookies

The information from the following cookies will be used by Google in accordance with Google's privacy policy. Google's privacy policy can be found at <http://www.google.co.uk/intl/en/policies/privacy/> For more information on the cookies set by Google Analytics please refer to the Google Analytics website: <https://developers.google.com/analytics/resources/concepts/gaConceptsCookies>

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<b>Cookie</b>	<b>Typical content</b>	<b>Purpose</b>	<b>Expires</b>
_utma	Randomly generated number	This cookie is typically written to the browser upon the first visit to our site from that web browser. This cookie is used to determine unique visitors to our site and it is updated with each page view. Additionally, this cookie is provided with a unique ID that Google Analytics uses to ensure both the validity and accessibility of the cookie as an extra security measure.	This cookie will stay on your browser for 2 years.
_utmb	Randomly generated number	This cookie is used to establish and continue a user session with our site. Each time a user visits a different page on our site, this cookie is updated to expire in 30 minutes, continuing a single session for as long as user activity continues within 30 minute intervals. This cookie expires when a user pauses on a page on our site for longer than 30 minutes.	This cookie will stay on your browser for 30 minutes.
_utmc	Randomly generated number	This cookie operates in conjunction with the utmb cookie to determine whether or not to establish a new session for the user. Should a user visit our site, exit the browser and then return to our website within 30 minutes, the absence of the utmc cookie indicates that a new session needs to be established.	End of session.
_utmz	Randomly generated number + info on how the site was reached (e.g.	This cookie stores the type of referral used by the visitor to reach our site,	This cookie will stay on your browser for 6 months.

directly or via a link, organic search or paid search)

whether via a direct method, a referring link, a website search, or a campaign such as an add or an email link. It is used to calculate search engine traffic, ad campaigns and page navigation within our own site. The cookie is updated with each page view to our site.

## Word Press Cookies

The information from the following cookies will be used by WordPress in accordance with the WordPress privacy policy. The WordPress privacy policy can be found at <http://automattic.com/privacy/>

Cookie	Typical content	Purpose	Expires
wordpress_	Randomly generated number	WordPress cookie for a logged in user	End of session.
wordpress_logged_in_	Randomly generated number	WordPress cookie for a logged in user	End of session.
wordpress_test	Randomly generated number	WordPress cookie for a logged in user	End of session.
wordpress_test_cookie	Randomly generated number	WordPress test cookie	End of session.
wp-settings-	Randomly generated number	WordPress also sets a few wp-settings – [UID] cookies. The number on the end is your individual user ID from the users database table. This is used to customise your view of admin interface and possibly also the main site interface.	This cookie will stay on your browser for 1 year.
wp-settings-time-	Randomly generated number	WordPress also sets a few wp-settings – {time} – [UID] cookies. The number on the end is your individual user ID from the users database table. This is used to customise your view of admin interface, and possibly also the main site interface.	This cookie will stay on your browser for 1 year.

## Social cookies

Cookie	Purpose
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.twitter.com	Twitter Cookie that is present because we show Twitter feeds and have “Tweet” buttons. View Twitter’s Cookie Policy.
.linkedin.com	LinkedIn Cookie that is present because we have “Share on LinkedIn” buttons on blog posts. View LinkedIn’s Cookie Policy
.facebook.com	Facebook Cookie that is present because we have “Like” buttons on our blog posts. View Facebook’s Cookie Policy

## Where we store your personal data

The information which we collect about you will be stored on a UK based secure server. Where we have given you (or where you have chosen) a password for your user account, you are responsible for keeping this password secure and confidential. You are responsible for safeguarding your password. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## Uses made of the information

We use information held about you in the following ways:

- to administer the Site and to help you use the Site;
- to allow us to contact you; and
- to carry out statistical analysis.

If you do not want us to use your data in this way, please email [website@scvo.org.uk](mailto:website@scvo.org.uk).

## Disclosure of your information

We may disclose information about you to law enforcement officials in the investigation of any alleged unlawful activities by you. We may also be required to disclose information to a court or regulatory body when required to do so by law. We may also share your information with our service provider (to help manage the Site and provide services) and with any person or organisation (and their advisers) who might take over the services provided by the Site to allow them to prepare for taking over (after that, we may also allow that person or organisation to use and share your information on the same basis as us). If you make a post on the Site, we may share your username, and any information you include in your post, with other users of the Site. We will not share your information with any other third party.

## Your rights

You may ask us to stop sending you correspondence that we believe may be of interest to you by emailing: [ann.rowe@scvo.org.uk](mailto:ann.rowe@scvo.org.uk) The Site may, from time to time, contain links to and from other websites. If you follow a link to any of these other websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## Access to information

You have the right to request a copy of personal information that we hold about you. To do this, simply write to Ann Rowe, Communications Manager, SCVO, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB enclosing a cheque payable to the Scottish Council for Voluntary Organisations for the sum of £10 to cover

administrative costs. Should we be prevented from disclosing your personal information, reasons will be given for the refusal. We may also request that you provide further information and identification to enable your request to be processed. If you believe that any information we hold about you is incorrect or incomplete, please write to the above address or email Ann Rowe at [ann.rowe@scvo.org.uk](mailto:ann.rowe@scvo.org.uk). We will thereafter correct any information found to be incorrect. You can find detailed information about your rights under UK Data Protection legislation on the UK Information Commissioner's website: <http://www.ico.gov.uk>.

## Changes to our privacy policy

We may change this policy from time to time. Any changes we may make to our privacy policy in the future will be posted on the Site and, where appropriate, notified to you by e-mail.

## Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [ann.rowe@scvo.org.uk](mailto:ann.rowe@scvo.org.uk)