



Appin.scot data protection & privacy policy

Appin.scot is the website service provided by Appin Community Development Trust (the Trust). The website acts as a local hub, publishes information about organisations and events relevant to Appin residents and visitors. The Trust respects the privacy of individuals who are either mentioned on the site or are users of the Appin.scot website.

We request permission before publishing personal information which is not already in the public domain, and we collect only the minimum information necessary from web visitors. Such information as is collected is stored securely and destroyed when no longer needed; it is shared only with trusted third parties and then only when we use them to provide our own services. We assess the third parties we use to confirm that they take the same care over the information as we do ourselves.

Information published on Appin.scot

The Appin.scot website publishes information about organisations and events relevant to Appin residents and visitors. We take care to ensure that all the information we publish respects the privacy of any individuals concerned. We generally only publish personal information where this is already in the public domain. In the case of any doubt, we contact the individual to seek permission before publication.

Should you have any concerns about any information about you which is published on the website, please contact web@appin.scot to request it being changed or removed; we will always respond positively and promptly to such requests.

Information about web visitors to Appin.scot

We collect only minimal information about visitors to our website Appin.scot:

- **IP address:** as is industry standard practice, we record web visitor IP addresses for security and fraud prevention purposes. This data is stored with appropriate security by our webhost provider and is deleted after use; it is accessible only to our webhost provider's administrators who require access for operational reasons.
 - **Website performance:** visits to the website are tracked anonymously using Google Analytics. IP address anonymisation is applied to protect user privacy; no personal data is stored by us or by Google.
 - **Cookies:** our performance monitoring and other core website functions including Google Maps and Google Calendar, use cookies, small temporary files that are placed on website visitor's computers or devices through their web browser. None of our cookies give 3rd parties access to any personal data. You can find out more about cookies, including how to disable them in your browser, by visiting cookesandyou.com. If you disable cookies some aspects of the website may not work.
 - **Contact forms:** Appin.scot includes a number of forms to make it easier for visitors to contact us (contact email addresses are provided as an alternative for every form). Users who opt to use a form must include minimal contact details (name, email address) to allow us to reply to their submissions. These details are emailed directly to the appropriate destination for the form (usually web@appin.scot) on submission and are not retained by us.
 - **Online donations:** Appin.scot uses the Virgin Money Giving service to accept donations.
- PRIVACY IMPLICATIONS TO BE ADDED.

Data protection and privacy contact.

If you have any concerns or questions about data protection and privacy issues at Appin.scot, please contact web@appin.scot in the first instance.



Appin Community Development Trust
