



Forward Coupar Angus Data Privacy Policy

Welcome to Forward Coupar Angus (FCA). We are a community-led Development Trust founded to improve the economic, environmental and social sustainability of the town of Coupar Angus and its immediate surrounding area.

We respect your privacy and are committed to protecting your personal data. This data privacy policy applies to FCA and all its projects, and will inform you about how we look after your personal data when you visit our websites and tell you about your privacy rights.

Introduction

This policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users (visitors to the website), the associated website (www.forwardcouparangus.co.uk and www.cacyclinghub.com) and website owner, FCA. For the purpose of this document we will refer to the above websites as - the website. The way we process, store and protect user data and information will also be outlined within this policy.

The Website

We take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. We comply with UK and EU regulations and requirements for user privacy.

Third-party, Adverts, Sponsored or External Links

The website may include links to third-party websites, plug-ins and applications. Links can include the use of Shortened URL's which is commonly used in social media. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their authenticity and privacy statements. Users click on these external, third party links at their own risk. When you leave our websites, we encourage you to read the privacy policy of every website you visit.

The website may contain sponsored links and adverts. These will typically be served through our advertising partners, to whom may have detailed privacy policies relating directly to the adverts they serve. Clicking on any such adverts will send you to the advertiser's website through a referral program which may use cookies and will track the number of referrals sent from this website. This may include the use of cookies which may, in turn, be saved on your computer's hard drive. Users should, therefore, note that they click on sponsored external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Downloads & Media Files

Any downloadable documents, files or media made available on this website are provided to users at their own risk. While we endeavour to undertake all precautions to ensure only genuine downloads are available, we accept no responsibility for third party downloads and downloads provided by external third party websites. Users are advised to check that they are malware free using third party anti-virus software or similar security applications.

Use of Cookies

The website may use Cookies to improve the user's experience while visiting the website. The website uses a cookie control system, allowing the user to give explicit permissions or to deny the saving of cookies on their computer/device.

What are cookies? Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within the website.

We may use cookies to remember personal settings you have chosen at one of our websites. In no other context do we use cookies to collect information that identifies you personally. Most of the cookies we set are automatically deleted from your computer when you leave our website or shortly afterwards. Users are advised that, if they wish to deny the use of cookies from the website they should take all necessary steps within their web browser's security settings to block all cookies from the website.

Website Visitor Tracking

This website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of the website may become inaccessible or not function properly.

Social Media

FCA and its employees operate best practice for conduct on social media platforms. Users are advised to verify the authenticity of our profiles before engaging, or sharing information. We will never ask you for user passwords or personal details on social media platforms. Users are requested to apply appropriate conduct when engaging with us on social media.



How we use your personal data

Interested Party

An interested party is someone who has submitted an enquiry through the website, or contact us by phone. An interested party may become a future funder, member, newsletter subscriber, customer or event participant. They will be contacted if they have submitted a request for FCA or its projects to make contact to discuss an enquiry or a requirement which FCA or its projects may be able to help with.

Contact Communication

For interested parties, we will only contact you to respond to your email or phone enquiry. We do not share your data with any third party (outside FCA), unless specifically requested by you. Interested parties contacting us through the website do so at their own discretion and provide any personal details requested at their own risk. Your personal information is kept private and stored securely until it is no longer required or has no use.

Where you have given your explicit permission, we may use your details to send you news updates, products/services information through a mailing list system. See below.

Marketing Messages & Email Mailing List

FCA project the Coupar Angus Cycling Hub (www.cachub.com) operates an email mailing list program which is used to inform subscribers about products, services, events and/or news. Users can subscribe via an online automated process where they register their interest and give explicit permission to receive such marketing messages.

Subscribers can unsubscribe at any time via an automated online service, or if not available, via other means detailed in the footer of sent marketing messages. The type and content of marketing messages subscribers receive, and if it may contain third party content, is clearly outlined at the point of subscription.

The Email Marketing Service used by the project is Mailchimp and you can read their privacy policy [here](#). These email marketing messages may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within the email marketing messages. Where used, such tracking beacons may record a range of subscriber data relating to engagement, geographic, demographics and already stored subscriber data.

What type of data we hold about you

We may hold the following information:

- First name, last name, email address and phone number
- Postal address, if applicable or preferred choice
- Business name, if applicable.

How we store your data

The data is held on local, password controlled devices or cloud-based systems such as GoogleDrive only accessible to FCA employees, directors and selected volunteers. We may also keep printed documentation in a locked filing cabinet. FCA will not sell, rent or share your personally identifiable information to any third parties.

We will ensure that all personal information supplied is held in accordance with the General Data Protection Regulation (EU) 2016/679, as adopted into law of the United Kingdom in the Data Protection Act 2018. Furthermore, by providing your telephone and email details, you consent to FCA contacting you using those communications methods. You have the right to request a copy of the personal information we hold on you, at any time. Should you wish to receive a copy of this, or would like to be removed from our database, please contact John Palfreyman, Chairman, at palfreyman85@gmail.com.

Review, Rectify, Removal

You can request access to see the information we hold on you and you can ask us to correct or remove it. If you ask us to remove your information, by emailing John Palfreyman, Chairman, at palfreyman85@gmail.com, we will confirm your removal by email reply and retain your email and confirmation as a record of deletion.

Privacy Policy Review

We are routinely reviewing how we process and protect data. Therefore, changes to our policy may occur at any time. We will endeavour to publicise and make you aware of any changes. This policy will be reviewed at annually and/or when there is a change to the policy procedures.

Updated: 24 December 2018