

I Am Me Scotland GDPR and Privacy Policy

This privacy policy will explain how our Charity uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

What data do we collect?

I Am Me Scotland collects the following data:

- Name, Organisation and Email Address

How do we collect your data?

You directly provide I Am Me Scotland with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Request to be included in the newsletter

How will we use your data?

I Am Me Scotland collects your data so that we can:

- Set up your access to the resources
- Include you in the newsletter (if you have chosen to receive this)
- Monitor the use of the resources (organisational data only)

How do we store your data?

I Am Me Scotland securely stores your data at within the SSL website and within our Charity electronic files (password protected)

I Am Me Scotland will keep your data for the lifetime of the education platform, or until you ask us to remove you from our records.

Marketing

I Am Me Scotland would like to send you information about products and services of ours that we think you might like, this is usually in the form of a bi-monthly newsletter.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop I Am Me Scotland from contacting you for marketing purposes

If you no longer wish to be contacted for marketing purposes, please [click here](#).

What are your data protection rights?

I Am Me Scotland would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access - You have the right to request I Am Me Scotland for copies of your personal data. We may charge you a small fee for this service.

The right to rectification - You have the right to request that I Am Me Scotland correct any information you believe is inaccurate. You also have the right to request I Am Me Scotland to complete information you believe is incomplete.

The right to erasure - You have the right to request that I Am Me Scotland erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that I Am Me Scotland restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to I Am Me Scotland processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that I Am Me Scotland transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: iamme@renfrewshire.gov.uk

Or write to us: I Am Me Scotland, Renfrewshire House, 5th Floor, Cotton Street, Paisley

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** - Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** - Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The I Am Me Scotland website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

I Am Me Scotland keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 1 November 2022

How to contact us

If you have any questions about I Am Me Scotland's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: iamme@renfrewshire.gov.uk

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

ICO Scotland contact details

The Information Commissioner's Office – Scotland
Queen Elizabeth House
Sibbald Walk
Edinburgh
EH8 8FT

Telephone: 0303 123 1115

Email: Scotland@ico.org.uk