

Privacy policy : the Scotland-Russia Forum SCIO

The www.scotlandrussiaforum.org and www.findoutaboutrussia.co.uk websites are owned and operated by The Scotland Russia Forum SCIO. We are committed to safeguarding your privacy online. Please read this privacy policy to understand how your personal information will be treated. This policy may change from time to time, so please check it periodically. It has been updated to include our obligations and your rights set out in the General Data Protection Regulations that came in to effect on 25 May 2018.

What information do we collect?

We will obtain personal information from you when you become a member, enquire about our activities, purchase a ticket or subscribe to our email newsletter or magazine. This may include your name, address, phone number, email address and postal address. For example, if you subscribe to our newsletter, we keep your name and email address. This data is processed under several lawful bases:

- Consent: the individuals have given clear consent for us to process their personal data for a specific purpose;
- Legitimate interest: we add journalists and media contacts to our newsletter as it's in their interests to receive it; and
- Contract: we store information about some people, staff and business contacts, to fulfil our duties under contracts.

How do we use this information?

We will use your personal information to process your bookings and orders and to provide you with the services, products or information you have requested. We may need to share your information with our service providers and agents for these purposes. But we will not share it with anyone else.

We also analyse the personal information that you and others provide in order to obtain a better understanding of our audiences and improve the services that we have on offer. You can change your mind about this at any time by contacting us at the email address at the end of this policy.

Cookies

In order to improve our services and our website we may use cookies.

Cookies are small text files which record information relating to your internet activity (such as whether you have visited our site before) on your computer's hard drive and used by us to improve the services we provide to you online.

If you do not wish us to use cookies when you use our website, please adjust your Internet browser settings to not accept cookies. Your computer's help function should tell you how to do this.

How do we protect your personal information?

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. We do not share customer details with any third parties.

Your rights to your data

Under the GDPR, you have a right to check what information we hold on you, to correct it and to delete it. To request access to your information, please email us via our [Contact page](#) with details. We will endeavour to correct, update or delete information as requested as quickly as possible.

Any queries?

If you would like more information, or have any questions about this policy, please contact us by email at info@scotlandrussiaforum.org or write to us at: The Scotland-Russia Forum, Summerhall, 1 Summerhall, Edinburgh EH9 1PL.

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