



## **Privacy Policy**

This privacy statement explains how any individual identifying information provided by you is used. The policy statement reflects SAGES respect for your privacy and assures you that your right to privacy is not abused.

## **Data Security**

SAGES aims to safeguard your personal information as indicated by the General Data Protection Regulation (GDPR), a European privacy law approved by the European Commission in 2016.

## **Data protection notice**

While not obliged to register with the Information Commissioners Office (ICO) SAGES processes and stores personal data in accordance with the requirements of the General Data Protection Regulation and operate best practice in the management of the personal information.

Any personal information supplied will be used primarily in answering inquiries, providing services or fulfilling any statutory obligations. Where necessary, consequent upon the way we organise our activities, personal data may also be used for operational and administrative purposes.

We will pass your name and email address to the Edinburgh Centre for Carbon Innovation (ECCI) who compile and distribute the SAGES members' newsletter on our behalf. These details will be held in a MailChimp system and if you ask us to delete your details this will be done in good time and within 28 days at most.

We will always treat your personal data with the utmost care, and personal data will not be released to non-associated third parties unless there is a legal or regulatory reason to do so or unless the third party fulfils a service on our behalf. We will not store personal data longer than is necessary.

If you do not wish us to store personal information regarding you please contact [info@sages.ac.uk](mailto:info@sages.ac.uk). We will take your request seriously and act on your request as soon as we can.

If you ask us to share a message with SAGES members, be aware that any personal data you share within your email (email address, name and signature information) may be visible to others.

## **Cookies**

“Cookies” are small pieces of information that are stored by your browser on the hard drive of your computer, tablet or mobile phone. Like many websites, cookies may be sent to your browser and placed on your device during the course of visiting this site, if your browser’s settings allow it.

A website can only access the cookies it sends to you, not cookies placed on your device by other websites.

We use cookies to:

Help make it easier to use and submit our online forms.

To help us understand how our visitors use our website. This enables us to improve the site experience for our users.

We do not use cookies to record your personal preferences for such purposes as targeting specific content or advertising at you on our website.

## **Third party cookies**

On some SAGES web pages there are third party cookies. These cookies are from embedded content from social media sites such as Facebook, Twitter, LinkedIn, Google+, etc. Where social media buttons or content are present on our web pages, you may be presented with cookies from those third party websites. SAGES does not exercise control over how these third party cookies are set and what data is collected.

## **Following links from SAGES to non-SAGES websites**

This website may provide links to other non-SAGES websites (e.g. social media or related sites). SAGES does not pass any of your personal information onto those websites.

This privacy policy only applies to the SAGES website. When you go to another website from the SAGES site, please refer to that website’s privacy policy to understand what it does with your information.

## **Changes to SAGES privacy policy**

If this privacy policy changes, SAGES will update this page and specify the month and year in which the page was updated.

Last updated: May 2018