

Privacy Notice

This statement explains the Privacy and the Data Protection practices which apply to this website, in accordance with the General Data Protection Regulations (GDPR).

Our aim is to safeguard our users' privacy whilst providing a personalised and valuable service. Collecting personal information is necessary if we are to satisfy the expectations and requirements of our users, e.g. by communicating with them and providing an interactive service. We appreciate that you do not want the personal information you provide to us distributed indiscriminately and here we explain what information we collect, what we do with it and what controls you have.

Visitors to this website

When someone visits this website we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Security and Performance

We use a third-party service to help maintain the security and performance of our website. To deliver this service it processes the IP addresses of visitors to the site.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Use of Cookies

This site uses cookies to enable core functionality such as security, network management, and accessibility. You may disable these by changing your browser settings, but this may affect how the website functions. We also use Google Analytics cookies to help us to improve our website by collecting and reporting information on how you use it. The cookies collect information in a way that does not directly identify anyone.

Disclosure of personal information

We collect contact details via the website for the purpose of providing a service to existing and potential clients. We will never disclose personal details without the consent of the owner. Details are only held for as long as is necessary to fulfil the service request.

Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the GDPR. If we do hold information about you we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to

- let you have a copy of the information in an intelligible form.

Please submit any request in writing via our email address.office@spscsonline.org.uk

We will aim to respond to any request within 1 month, however, we may need to request to see some form of identification. Please note that the timescale for responding to a SAR does not begin until we have received the requested information.

Our Data Protection Officer (Voluntary Registration) is Maureen Chaffe who can be contacted at: processmatters2@gmail.com

If at any time you feel that we have failed to meet these standards then please contact us in the first instance. If you remain dissatisfied with the response you have received you can make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns