

## **Privacy Statement**

Crossroads Caring Scotland protects all personal data in compliance with the Data Protection Act 1998 (DPA) and are registered with the Information Commissioner's Office.

### **How do we collect and use personal information?**

If you contact us through our website, we may keep a record of your details if your communication has requested information about a part of our services including employment enquiries.

We will then use these details to provide the information you have requested.

### **How do we protect personal information?**

We will only hold your information for as long as necessary. All employees who have access to your personal data are obliged to respect the confidentiality of this information. We deliver training to our staff to make sure this happens.

### **Your rights**

Crossroads Caring Scotland tries to keep the information we have about you accurate and up to date. If you find errors or inaccuracies in your data, we will erase, complete or amend that information upon request. You can ask us whether we are keeping personal data about you by writing to:

Crossroads Caring Scotland 24 George Square Glasgow, G2 1EG or  
[info@crossroads-scotland.co.uk](mailto:info@crossroads-scotland.co.uk)

You can make a subject access request about the data we hold on you. Before we can respond to your request we require proof of identification e.g. a copy of a valid passport or a valid UK driving licence. Once we have received this along with full details of your request we aim to respond as soon as possible in a maximum of 40 days (as permitted by the law).

### **Cookies**

Cookies are very small files that are stored on your computer (phone/tablet) when you visit most websites. Crossroads Caring Scotland does not collate information from cookies at this time.

### **Social network sharing**

#### **Twitter**

Twitter uses both session cookies and persistent cookies to improve their service including understanding user interaction, monitor aggregate usage and web traffic routing.

Find out more about [Twitter privacy policy](#).

## **Facebook**

Facebook uses cookies for showing content and advertising, improving their products and services and for security.

[Read Facebook's Privacy statement for more information.](#)