



Privacy Policy

This Privacy Policy explains how we use information we collect from you when you use our site. We keep our Privacy Policy under regular review. Any updates will be posted on this web page and where appropriate, may be notified to you by e-mail.

1 What information we collect

1.1 *Information provided by you*

We collect information about you such as contact details you pass on to us when you join the Scottish Wildlife Trust, make a donation, register with our site, subscribe to services offered on it, join a campaign, or place an order for products or services. We also collect information whenever you choose to provide it in order to use features on our website such as completing surveys, giving feedback and participating in competitions.

If you take a joint or family membership of the Scottish Wildlife Trust, we ask for the names of your partner and children and optionally their e-mail address and date of birth. This information is used in order to service the membership and keep you informed about our work and will otherwise be held and used in accordance with this Privacy Policy.

Certain initiatives offered by Scottish Wildlife Trust, including our “Adopt an animal” scheme require us to ask you for some basic personal information such as the name, address and (optionally) age of the recipient. This information is only used by us to administer that scheme and will otherwise be held and used in accordance with this Privacy Policy.

We only collect financial information that you supply when you join the Scottish Wildlife Trust, make a donation or place an order for products or services. This information is used to collect your Direct Debit(s) or is entered and processed on the secure website of our payment partners WorldPay in accordance with their [Privacy Policy](#).

Records of website use

Our website server automatically records information that your browser sends whenever you visit a page on our website, such as your IP address; details of the web browser and operating system that you are using; the date and time of your request; the specific page requested and how you arrived at that page (e.g. the search term used to find the page or link clicked to access it). This is statistical data about our users’ browsing actions and patterns and does not identify any individual.

1.2 Cookies

We may store information about your use of our site and preferences by using cookies which are stored on your computer's hard drive.

Please note that our advertisers may also use cookies.

You may refuse to accept cookies or receive notification when you receive cookies by adjusting your privacy settings in your browser. However, if you refuse cookies in a few cases you may be unable to access certain parts of our site or to use all of its functionality.

For more information please [read our Cookie information page](#).

2 How we use your information

We collect information about you for the purposes described at the time of its collection, including (where applicable):-

- 2.1 administering your membership;
- 2.2 sending you information about our charitable activities, campaigns and fundraising;
- 2.3 allowing you to participate in interactive features of our website, when you chose to do so;
- 2.4 processing your orders and donations; and
- 2.5 if you agree, to contact you about products and services we think may be of interest to you. Please note that we do not pass on details to third parties, other than in one of the situations listed below. If you do not want us to contact you for marketing purposes, you can opt out at any time by sending an e-mail to enquiries@scottishwildlifetrust.org.uk

3 Information sharing

We only share your information with third parties in the following circumstances:-

- 3.1 with your consent;
- 3.2 to fundraising agencies engaged to administer fundraising activities on our behalf, provided that they only do so in accordance with our instructions and are required to ensure appropriate security for your personal information and only use this information for the purposes listed above;
- 3.3 we may provide our advertisers or marketing consultants with aggregate information about our users. We may make use of the personal information we have collected from you to enable us to comply with our advertisers' wishes by displaying their advertisement to that target audience. We may also provide aggregated and statistical information to third parties involved in maintaining or developing our website. However, aggregated information is always anonymous;

- 3.4 to any successor organisation carrying on our charitable activities following a reorganisation or merger; or
- 3.5 if we require to do so in order to comply with a legal or regulatory obligation; to enforce the legal terms applying to the use of this site , or to protect the rights of the Scottish Wildlife Trust or users of the site. This includes exchanging information with other organisations to help prevent the risk of fraud or credit risk.

4 **Your rights**

You have a right to access the personal information that we hold about you. If you would like a copy of some or all of your personal information, please email us at enquiries@scottishwildlifetrust.org.uk or write to us at the address given below. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. In addition to the facilities available on our website which allow us to amend and update your details, you may ask us to correct or remove information you think is inaccurate.

5 **Other websites**

Our website contains links to other websites. This Privacy Policy only applies to this website, so when you access other websites via our links you should read their own privacy policies.

6 **Further information**

If you have privacy questions which are not answered by this Privacy Policy or any other queries about how we use your information, please contact us at enquiries@scottishwildlifetrust.org.uk

Short form Privacy Notice

The Scottish Wildlife Trust of Harbourside House, 110 Commercial Street, Edinburgh EH6 6NF operates this website and collects any personal information that you provide while using it.

By proceeding to use our site you consent that we may process the personal information that we collect from you in accordance with our Privacy Policy. In particular, we may use information we hold about you for the purposes of our fundraising, sending you information about our charitable activities, administering your membership of Scottish Wildlife Trust and any other purposes indicated at the time we collect the relevant information.

Please address any questions, comments and requests regarding our Privacy Policy to enquiries@scottishwildlifetrust.org.uk