



ASDIC Privacy Policy

1. This policy sets out how ASDIC complies with the General Data Protection Regulations (GDPR) and protects any information that you give to ASDIC.
2. ASDIC may amend this policy and will update this page, which you should check periodically to ensure that you are happy with any changes.
3. It is not ASDIC's intention to collect or use personal information but rather the information that relates solely to the Drop-In. Nevertheless, when personal information is collected in pursuit of ASDIC's objectives it will be treated under this policy. However it is important that all Drop-Ins develop their own privacy policy with particular regard to their service users.
4. As a membership association, ASDIC relies on willing and efficient communication and exchange of information between its members: indeed sharing information is a condition of membership. Nevertheless the privacy of individuals both within and outside ASDIC is sacrosanct, and ASDIC is committed to ensuring that the privacy of individuals is protected. Should we ask you to provide certain information by which you can be identified, then it will only be used in accordance with this privacy policy.

What we collect

5. We may collect the following information:
 - Name, job title
 - Contact information including postcode, email address and telephone number
 - Other information relevant to your Drop-In's conduct, membership, policies etc.

What we do with the information we gather

6. We require this information to know how your Drop-In is getting on, understand your needs and provide you with a better service. We may contact you by email, telephone, fax or mail for reasons which include:
 - To improve ASDIC's services.
 - To keep you informed with relevant information which we think you may find of value.
 - To monitor ASDIC's internal performance
 - To put you in touch with other Drop-Ins and service providers.
 - For research purposes.
 - To improve our services and business model, and customise the website to suit your requirements and the development of your Drop-In.

Security

7. 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 about you.

How we use cookies

8. A cookie is a small file on our website which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to



respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

9. We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to the needs of ASDIC's membership. We only use this information for statistical analysis purposes and then the data is removed from the system.
10. Cookies help us provide you with a better website by enabling us to monitor which pages you find useful. A cookie does not give us access to your computer or any information about you that you have not chosen to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer, although this may prevent you from taking full advantage of the website.

Links to other websites

11. The ASDIC website contains links to other relevant websites. However, once you have used these links to leave our site, you should remember that we do not have control over other websites. Therefore we cannot be responsible for the protection and privacy of any information which you provide whilst visiting them nor are such sites governed by this privacy policy. In such an event you should exercise caution and look at the privacy statement applicable to the website in question before sharing any personal information.

Controlling your personal information

12. You may choose to restrict the collection or use of your personal information in the following ways:
 - Whenever you are asked to fill in a form on the website or received by other means look for the box that you can click to indicate that you do not want the information to be used by anybody for direct access purposes
 - If you have previously agreed to us using your personal information for direct access purposes, you may change your mind at any time by writing to or emailing us.
13. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please let us know. If you believe that any information we are holding about you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

A handwritten signature in blue ink that reads "Malcolm Farrow".