

# Co-operative Assistance Network Limited (CAN)

## Privacy Policy for Website Users

This privacy policy sets out how CAN uses and protects any information that you give us when you use our website.

CAN is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

### **What we collect**

We may collect the following information about you:

- Name
- Email address
- Email type preference
- Information you give us using the Contact Form
- Information you give us on any other form
- IP address.

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- We may use the information to improve our products and services
- We may periodically send promotional emails or other information which we think you may find interesting using the email address which you have provided
- From time to time, we may also use your information to contact you by email for market research purposes. We may use the information to customise the website according to your interests.

### **Security**

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 online.

### **How we use cookies**

A cookie is a small file which is placed on your computer's hard drive with your implicit assent. We provide a link on the Home page to a site that tells you how to turn off cookies should you wish to do so.

Cookies allows our website 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.

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 customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose 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. This may prevent you from taking full advantage of the website.

### **Links to other websites**

Our website contains links to other websites that may be of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information**

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, look for the box that you can click to indicate that you do not want the information to be used by anybody for marketing purposes
- If you have previously agreed to us using your personal information for marketing purposes, you may change your mind at any time by writing to our registered address or using the Contact Form

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. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please refer to our Data Protection Policy for further information and guidance.

If you believe that any information we are holding on you is incorrect or incomplete, please write to our registered address or use the Contact Form as soon as possible. We will promptly correct any information found to be incorrect.

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Agreed at Directors Meeting of 16 September 2015

Passed (unanimously, nem con, x votes for and y votes against):  
unanimously

Passed at Members Meeting of 17 December 2015

Passed (unanimously, nem con, x votes for and y votes against): 4 votes  
for and 0 votes against

Responsible Department: Website Guardian