



Lothian Employers'
Network on Disability
Intowork
Norton Park
57 Albion Road
Edinburgh
EH7 5QY

Privacy Notice – LEND Network

"LEND Network" trading as "Lothian Employers' Network on Disability"

The following statement explains our policy regarding the personal information we collect about you.

1. Statement of intent
2. Information on visitors
3. What is a cookie?
4. Submitting personal information
5. Access to your personal information
6. Direct marketing and user surveys
7. Users under 18

1. Statement of intent

From time to time, you will be asked to submit personal information about yourself (e.g. your name and email address, etc.) in order to receive or use services on our website. Such services include responses to requests for information or contact from us.

By entering your details in the fields requested, you enable LEND Network to provide you with the services you select. Whenever you provide such personal information, we will treat that information in accordance with this policy. Our services are designed to give you the information that you want to receive. LEND Network will act in accordance with current legislation and aim to meet current Internet best practice.

2. Information on visitors

During the course of any visit to LEND Network's website, the pages you see, along with something called a "cookie", are downloaded to your computer (see point 3 for more details). Most websites do this, because cookies allow the website publisher to do useful things like find out whether the computer (and probably its user) has visited the site before. This is done on a repeat visit by checking to see, and finding, the cookie left there on the last visit.

Any information that is supplied by cookies can help us to provide you with a better service and assists us to analyse the profile of our visitors.

3. What is a cookie?

When you enter a website, your computer will automatically be issued with a "cookie". Cookies are text files that identify your computer to our server. Cookies in themselves do not identify the individual user, just the computer used. Many sites do this whenever a user visits their site in order to track traffic flows.

Cookies themselves only record those areas of the site that have been visited by the computer in question, and for how long. Users have the opportunity to set their computers to accept all cookies, to notify them when a cookie is issued, or not to receive cookies at any time. The last of these, of course, means that certain personalised services cannot then be provided to that user.



Lothian Employers'
Network on Disability
Intowork
Norton Park
57 Albion Road
Edinburgh
EH7 5QY

NB: Even if you haven't set your computer to reject cookies you can still browse our site anonymously until such time as you register for LEND Network services.

4. Submitting personal information

When you supply any personal information to LEND Network we have legal obligations towards you in the way we deal with that data. We must collect the information fairly; we must let you know how we will use it; and we must tell you in advance if we decide to pass the information on to anyone else. We will hold your personal information on our systems for as long as you use the service you have requested, and remove it in the event that the purpose has been met. We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998.

5. Access to your personal information

You have the right to request a copy of the personal information that LEND Network holds about you and to have any inaccuracies corrected.

6. Direct marketing and user surveys

As LEND Network services expand; there will be additional opportunities to enhance the services provided to you. From time to time we may send you details of other services and products that may be of interest to you and offer you the opportunity to subscribe to them. LEND Network will keep a record of information provided by you. Please note that any information you provide to LEND Network will only be used within LEND Network. It will never be supplied to third parties without first obtaining your consent unless we are obliged by law to disclose information.

7. Users under 18

If you are under 18, please get your parent/guardian's permission beforehand whenever you provide personal information to LEND Network's website. Users without this consent are not allowed to provide us with personal information.