**Privacy policy**

Scottish Research Nurse & Coordinators Network (SRNCN) aims to provide a communication forum whereby research nurses, co-ordinators and others working in the field of Clinical Research can network together and provide peer support in an open and constructive environment. This privacy policy explains how we use any personal information we collect about you when you use this website.

What information do we collect about you?

We collect information about you when you register with the network or attend any of our annual conferences. We may also collect information when you voluntarily complete surveys or provide feedback. Website usage information is collected using cookies.

How will we use the information about you?

We collect information about you so we can contact you about our annual conference and email you information we think may be of interest to you, this includes but not limited to courses, events, and surveys.

On occasion the network may work with external organisations to deliver the conference, this includes but not limited to event organisers, external speakers, venues and caterers.

Your personal information is maintained in our SRNCN registration database which is password protected and currently on a secure NHS Grampian server.

Our website is hosted on the Wix.com platform. They provide us with the online platform that allows us to inform you about the network. Your data may be stored through Wix.com’s data storage database, which is on a secure server behind a firewall.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the addresses below. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 25 May 2018.

How to contact us

Please contact us if you have any question s about our privacy policy or information we hold about you:

* by email: [c.edwards4@nhs.net](mailto:c.edwards4@nhs.net)
* or write to us at: SRNCN, c/o Carole Edwards, NHS Grampian, Research & Development Office, Foresterhill, Aberdeen.