

Visitors to our Website

1. We collect standard internet log information and details of visitor behaviour patterns when someone visits our website. We do this to find out things such as the number of visitors to the various parts of our site, to monitor the download of our reports and publications, and to help improve the service we provide.
2. This data collection process is carried out electronically in the background and therefore visitors to our website may not be aware that it is taking place. We believe that this process is not intrusive to the visitors' privacy as we do not make any attempt to find out the identities of visitors to our website. The standard internet log information collected will only be used for the described purposes and will not be passed on to any other organisation.

Use of cookies by RMA

3. We may obtain information about your interactions with RMA owned websites and general internet usage by using a "cookie" file.
4. A cookie is an element of data that a website can send to your browser, which may then be stored on your hard drive. You can choose to not receive a cookie file by enabling your web browser to refuse cookies or to prompt you before you accept a cookie. All major browsers allow you to block or delete cookies from your system. To learn more about your ability to manage your preferences related to cookies, please consult the privacy features within your browser.
5. We use a range of cookies – some cookies are necessary for our websites to work properly, others enhance the functionality of our websites by storing your preferences (such as your preferred language or the region that you are in). Cookies also allow us to count page visits and traffic sources so we can measure and improve the performance of our sites. They help us to understand which pages are visited most frequently and how visitors interact with our sites.
6. RMA's website uses Google Analytics, which is a web analysis tool to collect the standard visitor log information we need to help us improve your visit experience. Google Analytics uses first-party cookies for this purpose and an overview of Google Analytics and privacy at Google- Opens in a new window provides more information.

Newsletter Subscription Service

7. By sharing your Personal Data with us, you can subscribe to the RMA's mailing list to access information regarding the work of the RMA, including items such as latest news, RMA training events, recruitment opportunities and new publications. This Privacy Policy describes the ways in which your Personal Data is collected and used by the RMA (the data controller). It is your responsibility to review and understand this Privacy Policy prior to providing

your Personal Data to us. If you do not accept and agree to the Privacy Policy, please do not provide your Personal Data to us.

8. Our website contains links to other websites which are managed by third parties (including their use of cookies) such as the Scottish Government or Legislation.gov.uk. As a user of links, it is your responsibility to understand those third parties' privacy policies. Once you leave our websites using links, we have no control over information that is submitted to or collected by any third parties and are not responsible for other websites.

Collection of Personal Data

9. In order to provide our products, services and websites and for the other purposes set out in the 'Use of Information' section below, we collect and process Personal Data from users. We may collect information from you such as, but not limited to, your name, email address, mailing address, phone numbers, employment information and information about your use of our website ("Personal Data"). You are not required to provide us with all of the Personal Data listed above.

Why we collect and how we use your Personal Data

10. We may use your Personal Data in, but not limited to, the following ways:

- 10.1. To discharge our role as a public body, established under the Criminal Justice (Scotland) Act 2003. Our functions include the promotion of effective practice and the publication of standards and guidelines for risk assessment and risk management.
- 10.2. To provide our products and services to you, such as training opportunities or new publications; and to manage those products and services as you use them. For example, we will send you reminders if the product has an expiry, or information about any developments.
- 10.3. To enhance and improve our products and services and to request your participation in surveys or other initiatives which help us to gather information used to develop and enhance our products and services, and research into the sector more generally.
- 10.4. Internal purposes, such as website and system administration or internal audits and reviews.
- 10.5. To communicate with you regarding news/products/services that may be of interest to you.
- 10.6. To respond to your requests and enquiries.
- 10.7. To comply with applicable law(s) (for example, to comply with a search warrant or court order) or to carry out investigations.
- 10.8. From time to time we will gather statistics about the usage levels of our websites, but these statistics will not include information which will allow you to be identified.

11. We process your Personal Data for the above purposes on the following legal basis:

- 11.1. When it is necessary to comply with a legal obligation.
- 11.2. When we have consent of the data subject.

Your Communication Preferences

12. We strive to provide you with relevant and useful information related to our functions and services, and criminal justice news. You can update your communication preferences at any time by emailing info@rma.gov.scot. Any emails that we send will include a link at the bottom of the email to unsubscribe. In this way, we aim to ensure that you only receive communications about information that is of interest to you.

Sharing your Personal Data with third parties

13. We do not sell your data to third parties.

14. We may disclose your Personal Data to third parties from time to time under the following circumstances:

- 14.1. You request or authorise the disclosure of your Personal Data to a third party.
- 14.2. Your Personal Data is disclosed as permitted by applicable law
- 14.3. Your Personal Data is provided to our service providers who perform functions on our behalf. We require that our third-party service providers only use your Personal Data as necessary to provide the requested services to us and each service provider is subject to a set of terms consistent with this Privacy Policy.

15. Below is a list of the general categories of third parties. More information on the third parties with whom we may share your Personal Data is included in the privacy notice at the point where we ask for your details. In the event that the identity and categories of such third parties changes, the privacy notices will be updated. It is your responsibility to review and understand the privacy notice prior to providing your Personal Data to us.

- 15.1. Hosting providers and website developers
- 15.2. Database software providers

Transfer of Personal Data internationally

16. We do not transfer personal data internationally.

Security and Other

17. We strive to safeguard and secure the Personal Data shared with us. However, we do not accept responsibility for the security of any devices you may use to share it with us.

Parents and Children

18. We do not knowingly collect personal information from children under the age of 13. Parents have the right to terminate the registration of a child under the age of 13 by contacting us using the information listed at the bottom of this policy.

Contact us

19. If you need to get in touch with us about this Privacy Policy or your Personal Data that we process, please contact the following:

Data Protection Officer:

Email: info@rma.gov.scot

Tel: 0141 278 4478

Risk Management Authority 7 Thread Street

Paisley PA1 1JR