

EPILEPSY ASSOCIATION  
Website Privacy Notice

**Your Privacy is Important to Us**

This privacy policy sets out how the Epilepsy Association uses and protects any information that you give the Epilepsy Association when you use this website. The Epilepsy Association 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. The Epilepsy Association 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. This policy is effective from September 10, 2012.

**What Information We Collect**

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers

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 services
- We may periodically send promotional emails about new services 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 for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customize the website according to your interests.

**What Information We May Disclose**

We will not sell, distribute or lease your personal information to third parties. We may use your personal information to send you promotional information about third parties which we think you may find interesting. 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 to, please contact us. If you believe that any information we are holding on 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.

**Protecting Your Personal Information**

The Epilepsy Association takes the security of your information very seriously and has established security standards and procedures to prevent unauthorized access to customer information. We maintain physical, electronic and procedural safeguards to protect your information. Only authorized personnel within our organization who need to service your account see your information. These individuals are trained to properly handle personal information and must abide by the terms of a confidentiality agreement.

**Security Procedures**

The Epilepsy Association takes the security of your information very seriously and has established security standards and procedures to prevent unauthorized access to customer information. We maintain physical, electronic and procedural safeguards to guard your information. All authorized personnel within our organization who deal with your information must abide by a confidentiality agreement.

## **Links to Other Sites**

Our website may contain links to other websites 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.

## **E-mail**

Please note that the email facilities on our Web site are not secured to maintain strictest confidentiality. Please do not email to communicate information to us that you consider to be confidential. If you wish, you may contact us instead via telephone at (216) 579-1330.

## **Cookies and other Methods of Collecting Information**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze 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. We use traffic log cookies to identify which pages are being used. This helps us analyze data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes. 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.