



Glen Urquhart Rural Community Association

Data Protection and Privacy Policy

Glenurquhart Highland Gathering & Games is a registered charity We are committed to protecting any personal data that we collect. This policy sets out what we do to protect individuals' personal data.

Information Collected

If you a volunteer, Member or Trustee we will normally collect:

- Your name
- Your organisations name
- Your address, e.mail, phone no

We will mainly use your data to:

- Provide you with information, communications and administration in relation to our activities

As a representative of one of the above you agree to the use of the data that we collect in accordance with this Policy.

We will mainly use your data to:

- Communicate with you and other employees and directors and to provide information and administration in connection with Soirbheas business.
- Keep a record of your appointment and service with Soirbheas
- Supply information when required and appropriate to insurers, tax, regulatory or other

authorities.

As an employee, director or volunteer you agree to the use of the data that we collect in accordance with this Privacy Policy

Database of Groups and individuals

We hold a database of the above to provide them with information on our activities. We will review this annually to ensure records are kept up to date.

Keeping your information safe and secure

Data Controllers – are the people who, or organisations which, decide the purposes and the means for which, any personal data is processed. They have a responsibility to process personal data in compliance with the Legislation.

Data Processors – include any person who processes personal data on behalf of a data controller.

Metropolitan House, 31-33 High Street, Inverness, IV63 1HT Registered Scottish Charity No:

Electronic storage and communication

We use encrypted/passwords on databases to store your details, and we also use Mail Chimp for mass emails which has industry standard security built into its operation.

Should any of our suppliers run their operations outside the European Economic Area (EEA), we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law.

By submitting your personal information to us you agree to the transfer, storing or processing at a location outside the EEA.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

We will only ever share your data in other circumstances if we have your explicit and informed consent.

We are committed to protecting your privacy

We collect the minimum amount of information about you that is commensurate with maintaining an up-to-date register of our members and to facilitate the operation and administration of this charity. This Policy indicates the type of processes that may result in data being collected about you. By providing us with personal information via the contact forms on our website, by sending or responding to emails or by completing any paper forms, you give us the right to collect that information. We will ensure that we comply with the eight data protection principles, as listed below.

Data protection principles

1. Personal data shall be processed fairly and lawfully

2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant to the purpose or purposes for which they are processed
4. Personal data shall be accurate and when possible be kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998 and GDPR.
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information Use

We use the information collected in connection with our charitable activities primarily to maintain an up-to-date register of volunteers and suppliers. All reasonable precautions are taken to prevent unauthorised access to this information. This safeguard may require you to provide additional forms of identity should you wish to obtain information about the data we hold about you.

Retention of information

If you are no longer a Trustee we will destroy the information we hold.

If you are no longer a volunteer we will destroy the information we hold.

Information in relation to suppliers will be retained for 6 years Information in relation to community contacts and businesses is reviewed annually in an endeavour to keep it up to date.

Disclosing Information

We will not disclose any personal information obtained about you to third parties except where we are required to do so by law. If at any time in the future we should wish to disclose your information to any third party, it will only be with your full knowledge and written consent.

Changes to this Policy

We will review the policy regularly take reasonable steps to draw your attention to any changes made.

Contacting Us

The Secretary is responsible for ensuring compliance with the GDPR and with this policy. Any questions or concerns about this policy or if you want to know what information we have collected about you should be referred in the first instance to Susan Clark who can be contacted on 07900216021 or info@glenurquhart-highland-gathering.co.uk