



## **DATA PRIVACY POLICY**

### **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR")

### **Who are we?**

Alyth Development Trust (ADT) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **How do we process your personal data?**

ADT complies with its obligations under the GDPR by keeping personal data up to date:

- by storing and destroying it securely; by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes:
  - To enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
  - To administer membership records;
  - To fundraise and promote the interests of the charity;
  - To manage our employees, contractors and volunteers;
  - To maintain our own accounts and records;
  - To operate the ADT website and deliver the services that individuals have requested;
  - To inform individuals of news, events, activities or services promoted or organised by ADT;
  - To process gift-aid applications;
  - To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

### **What is the legal basis for processing your personal data?**

ADT processes personal data under the terms of Article 6 of the GDPR:

- With the consent of the data subject as expressed in our consent form [[lovealyth.org.uk](http://lovealyth.org.uk)];

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract, viz, the application of monies raised by our fundraising and the implementation of development projects funded by those monies.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential.

We will NOT share your data with third parties outside of the organisation unless we ask your prior consent.

### **How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary for a period of one year from your ending your relationship with us by terminating your membership. We will retain your personal data in this circumstance solely for the purpose of resolving any legal claims or complaints.

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which ADT holds about you;
- The right to request that ADT corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for ADT to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where processing is based on legitimate interests or the performance of a task in the public interest/exercise of official authority);
- The right to lodge a complaint with the Information Commissioner's Office.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Where and whenever necessary, we will seek your prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights or make queries or complaints, please in the first instance contact us at:

Alyth Development Trust, Fernbank House, Bamff Road, Alyth, Perthshire, Scotland, PH11 8DT

Web: [www.lovealyth.org.uk/contact-us/](http://www.lovealyth.org.uk/contact-us/)

Social media: <https://www.facebook.com/AlythDevelopmentTrust/>

Email: [alythdevelopmenttrust@gmail.com](mailto:alythdevelopmenttrust@gmail.com)

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