

SCF - Data Protection & Privacy Policy

Introduction

The Strathglass Community Fund (SCF) is a registered charity and company limited by guarantee (incorporated in Scotland). We are committed to protecting any personal data that we collect, in accordance with Data Protection Act 2018 and since January 2021, UKGDPR. This policy sets out what we do to protect individuals' personal data.

Information Collected

If you are a member of SCF we will usually collect:

- Your name
- Your contact details (address, email and telephone)

If you are in receipt of a grant, or applying for a grant or other support we will collect:

- Your name & the name of 2 other representatives from your organisation
- Your organisations name
- Contact details for you and other representatives (address, email and telephone)
- Bank details of the organisation receiving a grant
- Information relating to your organisation

Where we have provided project funding we may post photographs on our web site or on social media and for reporting to our funders

We will mainly use your information to:

- Provide you with relevant information and communications so that you can fulfil your role as a member of a SCIO.
- Keep a record of members

As a member or representative of a local organisation you agree to the use of the data that we collect in accordance with this Policy.

Employees & Directors of SCF

If you are an employee we will collect your name;

address; telephone; email details; date of birth; national insurance number; and any other information as may be required by insurers; tax; regulatory or other authorities as

appropriate. For employees - and for directors where required - we will gather bank account details if such information is needed in connection with the operation of the business.

We will mainly use your details to:

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

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

Keeping your Information Safe and Secure

We ensure that only directors or employees with a specific requirement and permission to access your personal information will be able to access it.

We will not record digital meetings without consent from everyone participating.

Electronic Storage and Communication

- We store contact details on our gmail account and access to this is through authorised use and password protection only.
- We store contact details on an excel spreadsheet and annually share this with directors in order to keep the database up to date. Members who leave the geographic area of membership, will automatically cease to be members, however, their contact details will be stored in accordance with our constitution for a further 6 years.
- We may need to disclose your details if required to the police, regulatory bodies, or legal advisors.
- We will only share your data in other circumstances if we have your explicit and informed consent.

Commitment to protecting your privacy

We collect the minimum amount of information about you that is commensurate with maintaining an up-to-date register of members; and to facilitate the operation and administration of the 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 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 and not excessive in relation to the purpose or purposes for which they are processed
 4. Personal data shall be accurate and, where necessary, 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
 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 European Economic Area 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

Membership

We are required by law to permanently maintain a database of members details.

Membership is for life, or as long as the charity is in existence.

Membership will cease if:

- you are no longer a resident in our area
- you notify us in writing that you wish to terminate your membership
- you are expelled from membership

Records are retained for the duration of membership. When membership ceases, we will retain details for 6 years. At the end of this period, we will only retain an archive list of name, reason for termination and termination date.

Members are responsible for informing us about changes to their contact details.

Grants

To provide an audit trail, information in relation to successful grant applications will be retained for 6 years, and for unsuccessful grants information will be held for three years.

Disclosing Information

We will not disclose any personal information obtained about you to a 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 take reasonable steps to draw your attention to any changes made.