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| Radio City Association C:\Users\Alison Wilson\Downloads\blue\large-blue.jpg |
| Radio City, 1A Bridgend, Kilbirnie, KA25 7DF  E: enquiries@radiocityassociation.co.uk  RADIO CITY ASSOCIATION PRIVACY POLICY |

**Data Collection and use**

The Radio City Association (RCA) collects, processes and retains data for use in associated charitable activities. The RCA also retains and processes data that is necessary for the administration of its own internal governance and membership systems. The RCA takes its responsibilities in relation to data protection very seriously, and we are committed to placing the rights of individuals at the centre of how we collect, hold and process personal information.

As an OSCR registered Charity **(SC042718)** and community development company **(SC201946)**, the RCA has a fundamental role in engaging with local people and may occasionally collect data to carry out projects.

The RCA may collect data in a number of circumstances, such as when:

* You complete a form on the RCA website ([www.radiocityassociation.co.uk](http://www.radiocityassociation.co.uk)) or any survey published by the RCA online.
* You interact with us online, including on social media channels such as Facebook or Twitter or via E-mail.
* You are a member of the Radio City Association, donate or sign up to volunteer for us.
* If you choose to fill out a form by an RCA representative at an event such as community consultation, at the Radio City Building or at a public event.

We may analyse and use the data we collect in a variety of ways in order to:

* Contact you to garner your support in certain projects
* Manage the internal governance of our membership and volunteer database.
* Communicate with you about our projects, campaigns, events and opportunities to get involved with the charity in the local community.
* Ensure that any donations you may make to us are lawful

Where we have obtained data commercially, our suppliers will either have obtained consent from individuals that their data may be made available for resale, or will have one or more other lawful bases for processing it, such as legitimate interest.

When you join the Radio City Association as a member, we will collect, hold and process personal information in order to service the contract that you enter into with the RCA.

On some occasions, such as when you sign up to receive emails from us or agree to volunteer for the charity, we will collect, hold and process personal information on the basis of your explicit consent. You can withdraw this consent at any time. Please see section on “Your information rights” for more details.

In all cases we will be clear and transparent about how we use your personal information, only use it for the purposes for which it has been obtained and ensure that appropriate safeguards are in place to maintain its security.

You have a number of rights in relation to your personal information. Further detail is available in the “Your Information Rights” section of this policy.

**Site Registration and Emails from the RCA**

When you register or subscribe to our emails, we may ask you for contact information (such as your name and e-mail address), geographic information (such as your postcode), other details about you and your interests with your explicit consent.

**Joining the RCA**

We collect the required information in order to check you meet the conditions of and to service the contract you enter into when you join the RCA. At your option, we ask for additional information such as gender, ethnicity, disability, date of birth to help us provide a better membership service to you. The RCA and its representatives may contact you using this information.

**To volunteer**

We ask for your contact details, postcode and information on the type of volunteer work you are interested in with your explicit consent. This information helps us identify suitable volunteer opportunities for you. Your details will be forwarded to the appropriate RCA representative who can then contact you.

**Donating to the Charity**

The information we ask for is used to process your donation and be in accordance with charity law. Donation information will be stored in our database and used to keep you informed of news and other opportunities to support the RCA.

**Who we share your information with**

We will never sell or share your personal information with any other organisations for their direct marketing purposes without your explicit consent. We may share your data with third parties to perform services on your behalf and to help promote the charitable aims and objectives of the RCA

In each case, we ensure that our suppliers provide adequate protection for the rights of data individuals in connection the transfer of their personal data. Currently, we expect the standard contractual clause approved by the European Union.

**Personal information on children**

The RCA does not knowingly possess any information on those under the age of 16 nor will we process any personal details from individuals under the age of 16 without parent/guardian consent.

**How we protect your information**

Our website has security measures in place to protect against the loss, misuse or alteration of the information under our control. When you contribute, we use a secure server to protect your credit/debit card number and other personal information during transmission or if payment is made and records are then only held digitally within the RCA’s Bank’s servers.

**IP addresses and log file data**

The RCA website does not capture or store personal information, other than that which you voluntarily submit to us

**Links to other sites**

Our website contains links to other sites and servers. The RCA is not responsible for the privacy practices or the content of such websites.

**Data retention**

The RCA will only retain personal data for so long as it is required to meet the purposes set out in this privacy policy. Different purposes will have different retention periods.

**Your information rights**

You have a number of rights in relation to your personal information and the opportunity to choose how it is used. You can:

* Obtain copies of the personal information the RCA holds about you (known as a “*subject access request*”)
* Request that the RCA corrects or update any personal information we may hold about you
* Ask that the RCA erases or restrict the way in which we use your information.
* Request that personal information you have given your consent for the RCA to use is provided in an electronic format so it can be transferred to another data controller (also known as “*data portability*”)
* We provide you with the opportunity to opt-out of receiving communications from us easily and promptly.

**Contacting us and further information**

If you have any questions about our privacy policy, our use of personal data or if you wish to exercise your rights in respect of your personal information, please contact us by emailing **enquiries@radiocityassociation.co.uk**

Or writing to:

**Radio City Association  
1A Bridgend  
Kilbirnie, North Ayrshire  
KA25 7DF**

You have the right to raise any issues or concerns directly with the Information Commissioner’s Office.