



PRIVACY POLICY

Charity Registration No. SC050942
www.melvichcommunityscio.org

PRIVACY POLICY

Melvich Community SCIO is committed to protecting your personal information and this Privacy Policy tells you how we collect your personal data, how we store it, how we use it, and how we keep it safe. We shall only use your information in line with all the current data protection laws, including the Data Protection Act 2018 (DPA), the General Data Protection Regulation (GDPR) and the Privacy and Electronic Communication Regulations (PECR). We are committed to ensuring that your information is secure. Your information will be held in a secure environment, and access to it will be restricted according to the “need to know” principle. To prevent unauthorised access or disclosure we have put in place suitable physical, electronic, and managerial procedures to safeguard and protect the information we collect online.

ABOUT THIS POLICY

- This policy explains when and why we collect personal information about our Charity Trustees, Members, Employees, Hirers, Donors and Volunteers, how we use it and how we keep it secure and your rights in relation to it.
- We may collect, use, and store your personal data, as described in this Data Protection Policy, and as described when we collect data from you.
- We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website www.melvichcommunityscio.org for any amendments. Amendments will not be made retrospectively.
- We will always comply with the General Data Protection Regulation (GDPR) / Data Protection Act (2018) (DPA) when dealing with your personal data. Further details on the GDPR/DPA can be found on the website of the Information Commissioner’s Office (<https://ico.org.uk/>). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

WHO WE ARE?

Melvich Community SCIO is registered as a Scottish Charitable Incorporated Organisation (SCIO) with the Scottish Charities Register (OSCR) who are the independent Regulator and registrar for Scotland’s charities. <https://www.oscr.org.uk/>

Charity Register Details: Melvich Community SCIO, **SC050942**

<https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=50942>

We can be contacted through the Hall Administrator by email:

secretary@melvichcommunityscio.org



WHAT INFORMATION WE COLLECT AND WHY

Melvich Community SCIO is the Data Controller under the Act, and is legally responsible for complying with the Act, which means that it determines what purposes personal information held will be used for. Where contracts require, Melvich Community SCIO acts as data processor and complies with the same regulations in such cases.

The Melvich Community SCIO Management Board will consider legal requirements and ensure that they are properly implemented, and through appropriate management, strict application of criteria and controls will:

- Collect and use information fairly.
- Specify the purposes for which information is used.
- Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements.
- Ensure the quality of information used.
- Ensure the rights of people about whom information is held, can be exercised under the Act.

These rights include:

- The right to be informed that processing is undertaken.
- The right of access to one's personal information.

Type of Information	Purpose	Legal basis for processing
Charity Trustees' title, name, address, telephone number(s), email address(es), date of birth, place of birth, start and end date of service.	Overall management of Melvich Community SCIO as a charity.	For the purposes of Melvich Community SCIO's legitimate interests in the continued operation of the Hall.
Employees' title, name, address, telephone number(s), email address(es), bank details, National Insurance number.	Routine management of Melvich Community SCIO and enabling payment of wages.	For the performance of contracts between Melvich Community SCIO and its employees. For the purpose of Melvich Community SCIO's legitimate interests in the continued operation of the Hall.

Type of Information	Purpose	Legal basis for processing
Hirers' title, name(s), address(es), telephone number(s), email address(es), bank details (if voluntarily given), financial transactions.	Maintaining Melvich Community SCIO's finances and receiving payments for the hiring of the Hall.	For the performance of or for entering into contracts between hirers and Melvich Community SCIO.
Members, Donors' and Volunteers' title, name, address, telephone number(s), email address(es), bank details (all if voluntarily given).	For recording charitable income and enabling communication.	For the legal obligation of maintaining Melvich Community SCIO's financial records and charitable status. For the purpose of Melvich Community SCIO's legitimate interests of enabling events to be managed and maintaining contact with supporters of the charity.
Articles for publication, photographs and videos of Charity Trustees, Members, Donors, Volunteers, and regular Hirers.	For use in Melvich Community SCIO's publicity and promotional material through various print and digital media.	The data subject's granted consent. The data subject's consent will be sought at as early an opportunity as possible. The data subject may withdraw their consent at any time by contacting us by e-mail or letter.

PERSONAL DATA PROTECTION

- We, and any third parties supporting us, will store any personal data securely in a manner suitable for its intended purpose.
- We utilise widely accepted implementations of technology and operational security to protect personal data from loss, misuse or unauthorised access, alteration, or destruction.
- Please note however that while we will endeavour to protect your personal data appropriately, security can never be 100% guaranteed.
- We will notify you as soon as practicable in the event of any breach of your personal data which might expose you to risk.

THIRD PARTIES

- We will never sell your personal data. We will not share your personal data with any third parties without your consent (which you are free to withhold) except if required to do so by law.
- We may pass your personal data to third parties who are service providers, agents, and subcontractors to us for the purpose of completing tasks and providing services to you on our behalf (e.g., printing, cloud storage, accounting). However, we would disclose only the personal data that is necessary for the third party to deliver the service and we will have a contract in place that requires them to keep your personal information secure and not to use it for their own purposes.

DATA RETENTION

- We will hold your personal data on our systems for as long as you are associated with Melvich Community SCIO and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form to be able to comply with future legal obligations, e.g., compliance with the maintenance of our status as a charity, and the exercise or defense of legal claims.
- We securely destroy all financial information once we have used it and no longer need it.

YOUR RIGHTS

You have the right under the GDPR and the Data Protection Act (2018):

- To access your personal data.
- To be provided with information about how your personal data is processed.
- To have your personal data corrected.
- To have your personal data erased in certain circumstances.
- To object to or restrict how your personal data is processed.
- To have your personal data transferred to yourself or to another business in certain circumstances.

To exercise all relevant rights, queries of complaints please in the first instance contact the Secretary at Melvich Community SCIO.

- You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/>
- You can contact the Information Commissioners Office on 0303 123 1113 or [via email](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

SUBJECT ACCESS REQUEST

Individuals have a right to make a Subject Access Request to find out whether the charity holds their personal data, where, what it is used for and to have data corrected if it is wrong, to prevent use which is causing them damage or distress, or to stop marketing information being sent to them. Any Subject Access Request must be dealt with within 30 days. Steps must first be taken to confirm the identity of the individual before providing information, requiring both photo identification e.g., passport and confirmation of address e.g., recent utility bill, bank, or credit card statement.

To make a Subject Access request please contact the Secretary of the Village Hall Management Committee: secretary@melvichcommunityscio.org



DATA PROTECTION OFFICER

Under the DPA Melvich Community SCIO does not have a statutory requirement to have a named Data Protection Officer. For Melvich Community SCIO, the Data Controller is the Management Board of the Village Hall.

FURTHER INFORMATION

For more details, questions, or comments: please contact: secretary@melvichcommunityscio.org

DATE POLICY ADOPTED: 15/7/2021

POSITION	PRINT NAME	SIGNATURE	DATE SIGNED
CHAIR	DAVID R HODGE		21/7/21
SECRETARY	TRUDY PERRY		21-7-21