



Kilmuir Community Trust (SCIO)

Privacy Policy – Data Protection

Kilmuir Community Trust are committed to protecting and respecting your privacy. This Policy explains how, when and why we collect personal information and how we keep it secure.

Any questions regarding this policy and our privacy practices should be sent by email to kilmuircommunitytrust@gmail.com

Summary

- We only collect personal information about you where it is completely necessary or you have consented, and we ensure we only collect information we need.
- We will not send you direct marketing materials unless you have given us permission to do so.
- We will not sell or share your personal data with third parties.
- We will protect your personal information with appropriate combination of technical and organisation measures.
- You have rights to your information including the right to access
- If you have a complaint, please contact us at kilmuircommunitytrust@gmail.com

How do we collect information from you?

We collect basic information about you when you complete our Membership Application form.

What type of information is collected from you?

The personal information we collect might include your name, address, email address and contact telephone number. The processing of your information is under the legal basis of Contract, Legitimate Interests and where necessary Consent.

How is your information used?

We may use your information to:

- Process your membership and carry out our obligations arising from your membership and Charity regulations;
- Seek your views or comments on what we do;
- Send you communications which you have requested and that may be of interest to you. These may include information about events, fundraising activities, promotions of our services;

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

- We will not sell or share your information to third parties.
- We will not share your information with third parties for marketing purposes.
- Anonymised statistical data gathered from our database may be used to report to our various funders.



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Your choices

You have a choice about whether or not you wish to receive information from us. You can choose to receive direct marketing communications from us by ticking the relevant boxes situated on the form on which we collect your information.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email.

You have the right to:

- Have inaccurate personal data rectified, or completed if it is incomplete.
- Have personal data erased also known as ‘the right to be forgotten’
- Have the right to restrict the processing of their personal data
- Receive personal data they have provided to a controller in a structured, commonly used and machine readable format
- have the right to object to processing based on legitimate interests; the performance of a task in the public interest/exercise of official authority (including profiling); direct marketing (including profiling); and processing for purposes of scientific/historical research and statistics.

How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us

You have the right to ask for a copy of the information we hold about you (we may charge £10 for information requests) to cover our costs in providing you with details of the information we hold about you.

Security precautions in place to protect the loss, misuse or alteration of your information
When you give us personal information, we take steps to ensure that it's treated securely. We use an appropriate combination of technical and organisational measures to ensure, as far as reasonable possible the confidentiality, integrity and availability of your information at all times. If you have a security –related concern, please contact us by email.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Contact:

Email: kilmuircommunitytrust@gmail.com

Website: www.kilmuircommunitytrust.co.uk

Address: Kilmuir Community Trust (SCSI), Kilmuir Hall, Kilmuir, Isle of Skye, IV51 9YS

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