

## Thornhill Community Trust

### Privacy Policy

Last updated: August 2018



Thornhill Community Trust was established in 2004 and is a Scottish Charitable Incorporated Organisation (SCIO), Scottish Charity Number SC035940.

### Privacy Statement

We take privacy seriously at Thornhill Community Trust. This Privacy Policy explains how we use any personal information that we collect about you. We will continue to keep your details for the purpose of communicating with you about what we are doing and how you can get involved.

If you no longer want to receive information from us, you can opt out by emailing us at [secretary@thornhillstirling.org](mailto:secretary@thornhillstirling.org). You will have the option to stop receiving our communications every time we email you. If you have any questions about how we manage your data, please contact us at the email address above. We look forward to continuing to share our news of forthcoming events and activities with you.

### Why do we collect information about you and what information do we collect?

We collect, store and use information about you in order to communicate with you about what we are doing and how you can get involved.

We collect this information when you:

- sign up to be a member
- sign up to receive emails
- contact us by email
- give us your details at an event
- work with us on projects

The information is likely to include your name, address, email address, job title and organisation if applicable.

Sometimes we will collect other information about you such as your date of birth, age group, gender and information about health conditions or activity levels. Wherever we ask you to provide this additional information, we will tell you our reason for collecting it and what we intend to use it for.

### How will we use the information about you?

We collect information about you in order to keep you informed about what TCT is doing, what projects and activities we are running and how you could get involved..

We process personal information for legitimate interests, which include the following:

- To identify or prevent fraud
- To fulfil a legal obligation
- To provide communications, including email communications, which with think will be of legitimate interest to you

When we process your data, we will keep your Personal Data rights in high regard and will take account of these rights. You have the right to object to our processing of your personal data and to be removed from our system.

If you no longer want to receive information from us, you can opt out at any time by emailing us at [secretary@thornhillstirling.org](mailto:secretary@thornhillstirling.org). You will have the option to stop receiving our communications every time we email you. If you have any questions about how we manage your data, please contact us at the email address above.

### **How is your information stored?**

Your information is held securely by the Trustees. Unless we are required to do so by law, we do not share your personal data with any third parties. We do not share your information for marketing purposes with other organisations or companies. We take reasonable steps to protect the personal data collected against loss, misuse, unauthorised use, access, inadvertent disclosure, alteration and destruction. However, no network, server, database, internet or email transmission is ever fully secure or error free so you should take care in deciding what information you send to us when disclosing personal information.

### **How can you access, update or remove your information?**

To request a copy of the information we hold about you, correct or update any information about you, unsubscribe from our services, object to us processing your data or remove any information about you from our records, please contact us at [secretary@thornhillstirling.org](mailto:secretary@thornhillstirling.org) or write to us at the contact address at the end of this document.

### **What are your rights**

Under the General Data Protection Regulation (effective from 25 May 2018) you have the following new rights relating to data protection:

- The right to be informed
- The right of access
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision-making and profiling

You can find more information about these on the Information Commissioner's website. <https://ico.org.uk/>

### **How can you make a complaint?**

If you would like to make a complaint about our collection or use of data, the UK's independent authority set up to uphold information rights in the public interest and data privacy for individuals is the Information Commissioner's Office

<https://ico.org.uk/>

### **How can you contact us?**

If you have questions about your personal data or our privacy policy, please contact us at: [secretary@thornhillstirling.org](mailto:secretary@thornhillstirling.org) or write to us at:

[Thornhill Community Trust, 2 Kippen Road, Thornhill, Stirling, FK8 3QA.](#)