



DATA PROTECTION NOTICE

Aultbea Hall [SCIO] SC051608

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

2. Who are we?

The Trustees of Aultbea Hall [SCIO] decide how your personal data is processed and for what purposes. The Treasurer is the data controller (contact details below).

3. How do we process your personal data?

The Trustees of Aultbea Hall [SCIO] comply with their obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical and organisational measures are in place to protect personal data.

The Trustees will use your personal data:

- To administer member and supporter records
- To fundraise and promote the interests of Aultbea Hall
- To manage our volunteers
- To maintain our own accounts and records (including the processing of gift aid applications when applicable)
- To inform you of news, events and activities at Aultbea Hall.

4. What is the legal basis for processing your personal data?

☒ Explicit consent of the data subject so that we can keep you informed about news, events, activities and other events at Aultbea Hall via e-mail, telephone and text.

☒ Processing is carried out by a not-for-profit body provided: (i) the processing relates only to supporters or former supporters (or those who have regular contact with it in connection with those purposes); and (ii) there is no disclosure to a third party without consent.

☒ Processing is necessary for our legitimate interests. This means that we can process your personal data if (i) we have a genuine and legitimate reason; and (ii) are not harming any of your rights and interests.

Our legitimate interests include: processing for the purposes of Aultbea Hall administration; processing your gift aid donations (when applicable); and fundraising.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only as set out in this section. Your personal data may be shared with supporters of the Trustees of Aultbea Hall.

If you serve on any committee or take on any duty, rota or role within the Aultbea Hall organisation, your personal data may be shared with other supporters of Aultbea Hall. You will be informed if your personal data will be shared more widely.

We may also share your information or disclose it to third parties where required to comply with any court order or other legal obligation or when data is requested by government or law enforcement authorities, to enforce any agreements, or to protect the rights, property, or safety of us, supporters of Aultbea Hall or others.

We will not share your personal data on social media unless you specifically consent to do so.

6. How long do we keep your personal data?

We keep data in accordance with the guidance provided by the Information Commission.

Specifically, we retain (i) membership while it is still current and historic records which are held in our archive for 6 years and (ii) gift aid declarations and associated paperwork for up to 7 years after the tax year to which they relate.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which the Trustees of Aultbea Hall holds about you
- The right to request that the Trustees of Aultbea Hall correct any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for the Trustees of Aultbea Hall to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*]
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please contact the Aultbea Hall Data Controller treasurer@aultbeahall.org.uk

Registered address:

Aultbea Hall, c/o Laide Post Office, Laide, Achnasheen. IV22 2NP

You can contact the Information Commissioner's Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.