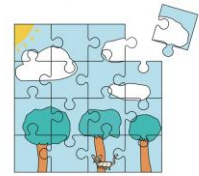


Kyle & Lochalsh Community Trust



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DATA PRIVACY NOTICE

Kyle & Lochalsh Community Trust (KLCT)

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).

Who are we?

Kyle & Lochalsh Community Trust is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

- KLCT complies with its 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 measures are in place to protect personal data.

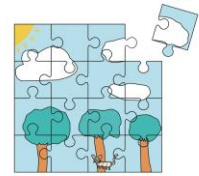
We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public as specified in our Articles of Association;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To operate KLCT website and deliver the services that individuals have requested;
- To inform individuals of news, events, activities or services related to KLCT, its projects and membership;
- To process gift aid applications;

Kyle & Lochalsh Community Trust is a Scottish Guarantee Company (SC430036) registered as a Scottish Charity (SC043360).

Registered office: J & H Mitchell W.S., 51 Atholl Road, Pitlochry, PH16 5BU

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- To invite you to take part in community consultation activities and to process their results;
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered;
- To manage job applications and interviews;
- To manage appointments and work of consultants and/or advisors;
- To respond to questions, comments, and/or proposals from members or other third parties.

What is the legal basis for processing your personal data?

Compliance with Article 6 of GDPR

- Consent of the data subject
 - Membership form completion
 - Consent form completion (Appendix I)
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
 - Employment Contracts
 - Contractor Contracts
 - Volunteer Contracts
- Processing is necessary for compliance with a legal obligation
 - OSCR requires that we “Keep registers of charity trustees and of members”
 - Grant funding reporting and monitoring requirements of our funders
- Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.
 - Contact members about general meetings and proposed resolutions
 - Contact Trustees, the Company Secretary and the independent financial examiner about general meetings
 - Contact members to inform about KLCT office location and contact details.

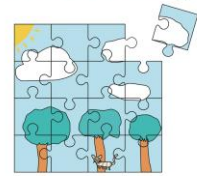
Compliance with Article 9 of GDPR

- Explicit consent of the data subject to the “Consent Form” (Appendix I)
 - To inform Data Subjects about our organisation’s activities and inform you about upcoming meetings, services, surveys, events and opportunities.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

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- Processing relates to personal data manifestly made public by the data subject, for example photographs and videos;
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity;
- Processing is necessary for reasons of preventative or occupational medicine, for assessing the working capacity of an employee and job applicants and volunteers, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of UK or EU law or a contract with a health professional.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will only be shared with other organisations and individuals to comply with a legitimate interest or a legal obligation i.e. OSCR, Companies House or funders. In order to email you information, collect your views and store our information in a cloud-based system we will share your data with third party processors such as MailChimp, Survey Monkey and DropBox.

We will only share your data with third parties outside of the organisation with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. HR data is kept for a period of at least 6 years following the termination of employment; some personal financial data will be destroyed after 2 years; Health and Safety information must be held for a minimum of 40 years.

Your rights and your personal data

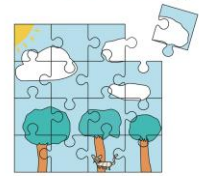
Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Kyle & Lochalsh Community Trust holds about you;
- The right to request that Kyle & Lochalsh Community Trust corrects 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 Kyle & Lochalsh Community Trust 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, (where applicable)
- 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)

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- The right to lodge a complaint with the [Information Commissioners Office](#).
- Transfer of Data Abroad. Please refer to our Data Protection Policy.

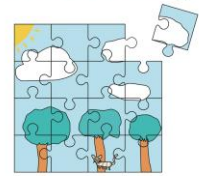
Further processing

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. Contact Details
To exercise all relevant rights, queries of complaints please in the first instance, contact us at:

[development@lochalsh.uk]

Kyle & Lochalsh Community Trust



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APPENDIX 1

CONSENT

By signing this form you are confirming that you have read Kyle & Lochalsh Community Trust's Data Protection Policy and Privacy Notice and that you are consenting to Kyle & Lochalsh Community Trust holding and processing your personal data to keep you informed about our organisation's activities and inform you about upcoming meetings, services, surveys, events and opportunities:

Name:

Address:

Telephone:

Email address:

We will use your details provided above to keep you informed about our organisation's activities and inform you about upcoming meetings, services, surveys, events and opportunities.

If you consent to us contacting you for this purpose please select how you would like us to contact you:

- By email []
- by post []
- by phone []

Where you do not grant consent we will not be able to use your personal data except in certain limited situations, such as where required to do so by law, our Articles of Association or to protect members of the public from serious harm.

You can also cancel your membership with KLCT by choosing below:

- I no longer wish to be a member of KLCT []

If you do grant consent, please note you can withdraw your consent to the above purposes at any time by contacting development@lochalsh.uk

Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

SIGNED

DATED