

Dunvegan Community Trust Privacy Notice

Dunvegan Community Trust is committed to protecting and respecting your privacy and being transparent about how we use your personal data. This notice explains what personal data we collect, how we use it, when we share it, how long we keep it, and how we keep it secure. Any questions regarding this policy and our privacy practices should be sent by email to office@dunvegantrust.co.uk

1. Who this notice covers

This is a privacy notice for Dunvegan Community Trust, a registered Scottish charity (SC052078). In this notice, “we”, “us”, “our” and “DCT” mean Dunvegan Community Trust.

DCT acts as the sole controller of data it collects

ICO registration number: **ZC166899**

2. When this notice applies

We collect personal data from you when you:

- complete our membership application;
- subscribe to our newsletter mailing;
- complete a volunteer participation form;
- request updates from DCT;
- apply for DCT funding;
- donate to us or support our work;
- use services provided by us such as minibus hire;
- contact us by email, post, phone, social media or online forms;
- apply for an advertised job role;
- sign a contract with us;
- take part in our activities, events or programmes; or
- otherwise engage with DCT in your personal capacity.

3. The personal data we collect

The personal data we collect depends on how you interact with us. It may include:

- your first name and surname;
- postal address;
- email address;
- telephone number;
- emergency contact details;
- date of birth or age range where relevant;
- donation history and Gift Aid status;
- bank details;
- driving license number;
- details of DVLA claims and convictions;
- NI number;
- employment history;
- qualifications
- records of your communications with us;
- details about your volunteering, event attendance, visits, transactions or other support for our work; and

Where relevant for volunteering, events, accessibility, safeguarding, insurance or health and safety purposes, we may also collect limited special category data, such as:

- dietary requirements;
- accessibility requirements;
- health information

We collect emergency contact details so that we can contact someone on your behalf in the event of an accident, illness, or other emergency while you are participating in our activities.

You do not have to give us personal data simply to browse our website, although our website uses cookies, as explained in our Cookie Notice.

The processing of your information is under the legal basis of Contract, Legitimate Interests, and where necessary Vital Interests, and Consent.

We only use Consent for our Newsletter mailings which is made clear to you when you subscribe. You can opt out of this at any time.

4. Personal data we receive from other sources

We may sometimes receive personal data about you from third parties, for example from 3rd parties providing you as their emergency contact. Where we receive personal data from another source, we will handle it in line with this notice.

5. How we use your personal data

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;
- deal with your enquiries;
- send you communications which you have requested and that may be of interest to you. These may include newsletters, or information about events, DCT work or services;
- manage events, volunteering, courses, and bookings;
- maintain accurate member, volunteer and service user records;
- to contact someone on your behalf in the event of an accident, illness, or other emergency while you are participating in our activities;
- process funding applications;
- process job applications;
- respond to enquiries, complaints and feedback;
- process donations;
- administer Gift Aid where applicable;
- keep records needed for finance, audit, insurance, safeguarding, fraud prevention or legal purposes;
- ensure your health & safety; and
- notify you of changes to the trust.

6. Who we share your personal data with

We will not sell or share your information to third parties with the exception of:

- Activating Right to Buy Legislation or Community Asset Transfer Legislation. In this case, an application will be made to Scottish Government Ministers at the Land Team, which will include information on the area we serve, and DCT members' names and addresses, so it can be confirmed that full members are indeed resident within the defined community. The unredacted application will also be sent by Scottish ministers to the owner of the land or buildings in question as part of the Right to Buy process.
- Conforming to the constitutional right of members to reasonably request a copy of the membership register.
- Adding a driver to our insurance cover

Anonymised statistical data gathered from our database may be used to report to our various funders.

We may share your personal information with our contracted web developers. These third parties only have access to your information to perform specific tasks on our behalf (e.g., website hosting, maintenance, and debugging) and are contractually obligated to safeguard your data.

We use Google Drives and MailChimp based outwith the UK. We cannot guarantee that your data will not be transferred outside of the UK.

7. How long we keep your personal data

We keep personal data only for as long as necessary for the purposes for which it was collected, including to meet legal, accounting, safeguarding, tax, insurance and reporting requirements. Retention periods vary depending on the type of relationship and the records involved. For example, we may keep:

- donation, Gift Aid, finance, order and booking records for the period required by tax and accounting rules;
- volunteer, membership, and service user for as long as needed for administration, safeguarding, insurance and legal purposes; and
- correspondence and complaint records for as long as needed to resolve the matter and keep an audit trail.

We regularly review the data we hold and securely delete or anonymise information when it is no longer needed in accordance with our internal data retention policy.

8. Child data protection

We are concerned to protect the privacy of children aged under 12. If you are aged 11 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

9. Your rights

Under UK data protection law, you may have the right to:

- be informed about how we use your personal data;
- ask for access to the personal data we hold about you;
- ask us to correct inaccurate or incomplete data;
- ask us to erase your personal data in certain circumstances;
- ask us to restrict how we use your personal data in certain circumstances;
- object to our use of your personal data, including for direct marketing;

- ask to receive your personal data in a portable format in certain circumstances; and
- withdraw consent where we rely on consent.

10. How you can access and update your information

If you want to exercise any of these rights, please contact us using the details in section 1. We may need to ask for information to confirm your identity before responding. We will usually respond within one month. In some cases, we may extend that period where the request is complex or numerous, in which case we will let you know.

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.

11. Security precautions in place to protect the loss, misuse or alteration of your information

We use appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing, accidental loss, destruction or damage. No website, internet transmission or storage system can ever be guaranteed to be completely secure. However, we take security seriously and work to protect the personal data we hold to ensure, as far as reasonably possible, the confidentiality, integrity and availability of your information at all times. If you have a security-related concern, please contact us by email.

12. Third-party websites and social media

Our website and communications may contain links to third-party websites, platforms or services. This privacy notice does not apply to those third parties. If you follow a link to another website or interact with us through a social media platform, please read the privacy information provided by that service. If you purchase goods or services from another organisation after following a link from our website, your contract will usually be with that organisation, not with us.

13. Complaints and contact details

If you have any questions or concerns about how we use your personal data, please contact us first using the details in section 1. You also have the right to complain to the Information Commissioner's Office if you believe your personal data has been handled unlawfully.

14. Changes to this notice

We may update this notice from time to time. When we make material changes, we will publish the updated version on our website and update the "last updated" date above.

Charity Number SC052078

Version number	Change or update	Author or owner	Date
2	Change	Dunvegan Community Trust	16.06.2026