

Dunvegan Community Trust (SCIO) Privacy Policy – Data Protection

Dunvegan Community Trust is 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 dunvegancommunitytrust@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, with the sole exception of activating Right to Buy Legislation or Community Asset Transfer Legislation. Please see below for who has access to your information.
- We will protect your personal information with an appropriate combination of technical and organisation measures.
- You have rights to your information, including the right to access information we hold about you and to request that your information is deleted from our systems.
- If you have a complaint please contact us at dunvegancommunitytrust@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, or 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 with the sole 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.
- Anonymised statistical data gathered from our database may be used to report to our various funders.

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.

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 your personal data.
- Receive personal data you have provided to us in a structured, commonly used and machine readable format.
- Object to processing of your data 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 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.

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.

Dunvegan Community Trust SCIO
Charity number: SC052078

Contact:

Email: dunvegancommunitytrust@gmail.com
Website: www.dunvegancommunitytrust.co.uk

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