



# Scottish Pilgrim Routes Forum SCIO

## DATA PROTECTION NOTICE

### 1. 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 ("GDPR") which came into force on 25 May 2018.

### 2. Who are we?

In law, each of the Trustees of the Scottish Pilgrim Routes Forum SCIO ('the Trustees') is a director of the Forum as a Scottish Charitable Incorporated Organisation and acts as a data controller - see contact details below. Collectively, the Trustees decide how your personal data is processed, and for what purposes, via the Secretary & Treasurer.

### 3. How do we process your personal data?

The Trustees comply with their obligations under 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 use your personal data for the following purposes: -

- To administer records of representatives of constituted Organisation members and all Individual members of the Forum;
- To promote the interests of the Forum as a charity;
- To maintain the Forum's annual accounts and records, including the processing of Gift Aid declarations;
- To inform you of news, meetings and events organised by the Forum;
- To publicise the role of Full and Associate members as part of the Forum network;
- To enable us to provide a voluntary service for the benefit of the public.

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

Explicit consent of the data subject. This is so that we can keep you informed about news, Forum meetings and events via e-mail.

Processing is carried out by a not-for-profit body with a charitable aim provided: -

- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- 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 membership administration and collection of annual subscriptions.

## **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 only with other members of the Forum.

If you serve on any Steering Group supported by the Forum, your personal data may be shared with other members of the relevant Steering Group(s) and will not 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, members of the congregation or others.

## **6. How long do we keep your personal data**

Specifically, we retain membership records while they are still current and historic records are held in our archive for 6 years; Gift Aid declarations and associated paperwork while they are still current and for up to 7 years after the last tax year to which they relate historically.

## **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: -

- to request a copy of your personal data which the Trustees and Secretary holds about you;
- to request that the Secretary corrects any personal data if it is found to be inaccurate or out of date;
- to request your personal data is erased;
- to withdraw your consent to the processing at any time
- to request that a restriction is placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data;
- 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 Secretary at 01786 841809 or email [info@sprf.org.uk](mailto:info@sprf.org.uk)

You can contact the Information Commissioner's Office on 0303 123 1113 or via <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.