

## **DATA PRIVACY NOTICE**

Ardoch Development Trust (ADT)

### **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?**

The ADT 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?**

- The ADT 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 services and facilities for the benefit of the public in the Parish of Ardoch as specified in our constitution;
  - To administer membership records;
  - To promote the interests of the charity;
  - To maintain our own accounts and records.
  - To operate the ADT web site.
  - To inform individuals of news, events, activities or services involving the ADT.
  - To process grant applications.
  - To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

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

#### **Article 6 processing**

- Consent of the data subject:
  - Membership form completion
- 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.
  - The ADT constitution states "The directors shall maintain a register of members, setting out the full name and address of each member, the category of membership

into which he/she falls, the date on which he/she was admitted to membership, and the date on which any person ceased to be a member”

- Grant Funding reporting, accounting and auditing requirements as defined in the ADT constitution.

## **The ADT does not process or hold any Special Categories of Personal Data as per Article 9**

### **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will not be shared with other organisations.

### **How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data.

- To communicate relevant ADT matters to our membership.
- To communicate notice of every general meeting to the members as required by our constitution.
- The membership data is retained until the member has indicated that they wish to withdraw their membership.

### **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 the ADT holds about you;
- The right to request that the ADT 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 the ADT to retain such data;
- 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)
- 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)
- The right to lodge a complaint with the [Information Commissioners Office](#).

### **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:

[secretary@ardochtrust.org.uk](mailto:secretary@ardochtrust.org.uk)