

# East Lochaber and Laggan Community Trust - Privacy Policy

**East Lochaber and Laggan Community Trust (ELLCT)** respects the privacy of every individual member and those who visit the website. If you provide us with contact details, for example by filling in the contact form, or signing up as a member of ELLCT we will not use the information for any other purpose, nor will we disclose it to any third party.

## DATA PRIVACY NOTICE

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### Your personal data – what is it?

The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the GDPR)

Personal data relates to an 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.

### Who are we?

**East Lochaber and Laggan Community Trust** is the data controller This means it decides how your personal data is processed and for what purposes.

### How do we process your personal data?

- ELLCT complies with its obligations under GDPR by keeping personal data up to date
- by collecting or retaining only the relevant amount of data to communicate with you
- by storing and destroying information securely
- 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 administer membership records;
  - To maintain our own accounts and records.

- To inform members of our news, events, and activities relating to ELLCT membership
- To contact members from time to time via surveys to gather their views on specific topics in relation to the work and direction of ELLCT.

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

### **Article 6 processing**

ELLCT's Memorandum & Articles of Association state *"The Board shall maintain a Register of Members, setting out the name and postal address of each member, the relative category of membership and the date of the member's appointment and cessation"*

Consent of the data subject:

- membership form completion
- The individuals full name and address. Email address for communication purposes and the date on which they registered as a member of the organisation

Former member records must be retained for a period of 2 years from the date they ceased to be a member

- Grant Funding reporting and monitoring requirements state that "the Grantee must keep and maintain for a period of 6 years adequate and proper records and books of account"

## **ELLCT does not process or hold any Special Categories of Personal Data as per Article 9 GDPR Regulations**

### **Sharing your personal data**

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

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

If you cease to be a member we will keep your personal data for no longer than reasonably necessary (for a period of up to 3 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 ELLCT holds about you;

- The right to request that ELLCT 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 ELLCT 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, 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.

If you have any questions about this policy or the information we hold about you please contact us by:

**Email:** [info@eastlochaberlaggan.scot](mailto:info@eastlochaberlaggan.scot)

[www.eastlochaberlaggan.scot](http://www.eastlochaberlaggan.scot)

**Post:** *John C Hutchison  
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**East Lochaber & Laggan Community Trust  
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