Tomintoul & Glenlivet
Development Trust

Privacy Notice

The Board of Tomintoul & Glenlivet Development Trust has overall and final responsibility for ensuring that Tomintoul & Glenlivet Development Trust meets its legal responsibilities regarding privacy in relation to the General Data Protection Regulations (GDPR).

Tomintoul & Glenlivet Development Trust has developed procedures for collecting, storing, disclosing and disposing of the personal information of members, staff and volunteers appropriately.

These policies are relevant to any person involved in furthering the aims of Tomintoul & Glenlivet Development Trust e.g. staff, volunteers and members.

Collecting your personal data

Personal data means any information about an individual from which that person can be identified, either directly or indirectly.

Information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given. Tomintoul & Glenlivet Development Trust collects the following personal information*:*

Data we collect	**What we use it for**
Names, addresses, telephone numbers, email addresses.	To keep you updated on our services or activities and events, including volunteering opportunities.
Application form	To build a picture of your skills, experience and interests to assess your suitability for employment/ volunteering opportunities or specific projects.
References	To assess your suitability for employment/ volunteering with us and for being utilised on specific projects.
Information on special requirements, health or medical conditions.	To assess your suitability for employment/ volunteering with us, and for being utilised on specific projects; to carry out our legal duties (e.g. to ensure health and safety).
Information related to project monitoring such as hours spent on a project.	To assess your suitability for being utilised on specific projects; to use such data for statistical analysis and reporting.
Information related to availability and the	To assess your suitability for volunteering

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reasons for periods of unavailability.	with us, and for being utilised on specific projects.

This means that we may add your contact details to a mailing list or email group. If you prefer to be removed from a mailing list or group, please let us know by contacting us. You can do so by emailing **info@tgdt.org.uk**

Sharing your personal data
Confidentiality is very important to us. We will not, therefore share any of your personal information without your consent unless we are legally obliged to do so.

Storage and Access

We will gather your personal data manually and electronically and it will be stored in digital and hard copy formats. Information is kept securely, in lockable, non-portable storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

We make use of cloud-based data storage and data processing systems. Some of the personal data you give us may be stored by us in this way. Personal data transmitted to or from our cloud-based storage system will be encrypted and will be subject to confidentiality agreement(s) with the supplier of our data processing systems.

Retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including the purposes of satisfying any legal, accounting or reporting requirements.

Destruction of your personal data

Once the retention period has elapsed, The Board of Tomintoul & Glenlivet Development Trust will ensure that any personal data is immediately destroyed by secure means. Hard copies will normally be shredded. Digital forms of personal data will be deleted from our cloud-based data storage facilities and from our own systems within our offices to the best of our ability.

Your rights

As a data subject you have a number of legal rights:

- **Access** - You have the right to access to the information we hold on you
- **Rectification** – you have the right to ask for and information to be corrected or completed if the information we have is incorrect or incomplete

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- **Erasure** – You have the right to be forgotten so can request your information to be deleted
- **Object** – you have the right to object to any information we hold or to any processing we may carry our using your information.
- **Restrictions** – you have the right to restrict any processing we may carry out using your information
- **Portability** – you have the right to request your information be transferred to another controller in a usable/readable manner.

The Board of Tomintoul & Glenlivet Development Trust will review the operation of this confidentiality policy regularly and will ensure that all relevant people are aware of their responsibilities under the policy.

For any queries please contact **info@tgdt.org.uk** or telephone 01807 580760