

Data Privacy Notice

Summary

This Data Privacy Notice (DPN) is applicable to Strathnairn Development Company (SCD).

SDC is committed to protecting your personal data and being clear and transparent about what information we collect and how we will use it. This DPN explains how personal data that you provide to us, will be processed.

1. Who we are and how we can be contacted
2. Personal Data
3. Information we may collect from you
4. Where we store your personal information
5. Sharing your personal information
6. Your rights under data protection legislation
7. What can you do if you're not happy
8. About Data Security
9. Changes to our Privacy Policy

1. Who we are and how we can be contacted

Our full legal name is Strathnairn Development Company. We are a Scottish Charitable Incorporated Organisation (No: SC036807.) and are regulated by the Office of Scottish Charity Regulator (OSCR.) We are the Data Controller for the personal information that you divulge to us. If you wish to contact us you can do so as shown below :-

- You can email us at pmrobinson02@icloud.com
- You can send us a letter to the following address :-

Secretary, Strathnairn Development Company, Farr Community Hall,
Inverarnie Park, Inverarnie, Inverness IV2 6AX.

2. Personal Data

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation and the Data Protection Act 2018, herein collectively referred to as GDPR. This DPN is a legal requirement under GDPR to ensure that individuals are made aware of the way their personal data is processed.

3. Information we may collect from you

This section sets out :-

- how we collect your personal information;
- the categories of data that we collect;
- a description of how we plan to use the information we collect;
- the legal basis that we will rely on to process information collected; and
- where applicable, how long we hold the information collected.

We may collect and hold the following information about you :-

Data Collected	Purpose/Activity	Type of Data	Lawful Basis for Processing	Retention Period
Personal data you give to us when you are approved as a member of SDC.	We use your personal data to maintain a Register of Members.	Name, address and other contact details.	We are required by SDC's constitution, and by OSCR to operate a Register of Members.	Personal data retained while you remain a member of SDC
Personal data you give to us when seeking to become a Charity Trustee of SDC	We use your data to comply with our Conflicts of Interest Policy so as to ensure that the Board of Trustees remains independent of other bodies, enabling us to remain a charity.	Name, address and other contact details. Details of employment, membership of other organisations, and other trustees and directorships are retained.	We are required by SDC's constitution, and by OSCR to operate a Register of Trustees.	Personal data is retained while you serve as a Charity Trustee, and for the period given in SDC's Constitution following your term as a Charity Trustee. In the event that you are not elected to the role, or otherwise do not become a Charity Trustee, your personal data submitted under this section is deleted.
Personal data you give us when you permit us to contact you.	For the purpose of requesting feedback from you with respect to community projects and related activities	Name, address and other contact details. Content of feedback is also stored.	We will use our legitimate interests in the monitoring and improvement of our services to the community as the legal basis for processing your feedback.	When your feedback can be of no further benefit, it is deleted. It is also deleted upon your request.

Data Collected	Purpose/Activity	Type of Data	Lawful Basis for Processing	Retention Period
<p>Personal data you give to us when applying to become, or becoming an employee of SDC.</p>	<p>For the purpose of determining how best to deploy you, to comply with all relevant legislation regarding your employment, to enable you to be paid, and safeguarding your well-being when working with us.</p>	<p>Name, business and personal address, work phone number (including company owned and issued mobile phone), work email, date and place of birth, gender, marital status, photograph, personal details of dependents, emergency contacts, banking details (account numbers, electronic funds transfer information), work time records (hours/days worked, absences records, holidays), leave request, hire date, termination date, payroll information (salary, withholding, tax information), description of current position, employment status and type, terms of employment, employment contract, work history, length of service, disciplinary records, details contained in letters of application and résumé/CV, previous employment background, professional references, education history, professional qualifications, language proficiency and other relevant skills.</p>	<p>We will use our legitimate interests in ensuring that your employment meets our requirements, complying with all necessary legal requirements,</p>	<p>Personal data is retained during the period of your employment, and for the relevant period following the termination of your employment (for whatever reason.)</p> <p>Personal data of unsuccessful applicants is deleted unless retention is consented to by the applicant.</p>

4. Where we store your personal information

All personal data you provide to us is stored on secure servers within the EU.

5. Sharing your personal information

Your personal data will be treated as strictly confidential, and will be shared only with other organisations as the result of a legal obligation i.e. OSCR.

6. Your rights under data protection legislation

Data protection legislation provides you with certain rights when it comes to the processing of your information. These are the right :-

- (i) to be informed;
- (ii) of access;
- (iii) of rectification;
- (iv) to be forgotten;
- (v) of portability;
- (vi) to restrict processing;
- (vii) to object; and
- (viii) related to automated decision making including profiling.

- (i) Right to be informed

We must tell individuals what data is being collected, how it's being used, how long it will be kept and whether it will be shared with any third parties;

- (ii) Right to access your information

You have the right to request a copy of all of the personal data that we have acquired with respect to yourself;

- (iii) Right of rectification

You have the right to correct any personal data held by us, that is inaccurate or incomplete;

- (iv) Right to be forgotten

You may request that any personal data we hold with respect to yourself to be erased from our records, unless we have to retain for a legal reason.

(v) Right of portability

You can request that any personal data we hold with respect to yourself can be transferred to another organisation so long as it is in a manner that does not infringe upon the rights of other individuals.

(vi) Right to restrict processing

You can request that we limit the way we use your personal data that ;

(vii) Right to object

You have the right to ask us not to process your personal information where we are relying on a legitimate interest and there is something which makes you want to object to processing on this ground.

(viii) Right related to automated decision making including profiling

SDC makes no automated decision making, and does not profile you with your personal data.

If you would like further information on any of the above rights, please just ask, via one of the contact methods given above. You can find further information on your data protection rights from the Information Commissioners Office (ICO) at <https://www.ico.org.uk>

7. What can you do if you're not happy

We are committed to protecting and respecting your personal data. However, if you're not happy with how we collect or process your personal data or just want some further information on your rights, you can contact us as described above.

8. About Data Security

We have implemented measures to protect the privacy, security and integrity of your personal data. Access to personal data is restricted to those who need to know this data.

9. Changes to this DPN

We may change this DPN from time to time. Any changes we make will be communicated to you via the contact details you have provided.