

# Saughtonhall Community Association Privacy Notice

## 25<sup>th</sup> October 2023

### **Our contact details.**

**Name:** Saughtonhall Community Association

**Address:** 22A Saughtonhall Avenue, Edinburgh EH12 5RN

**Website:** saughtonhallcommunity.com

**E-mail:** saughtonhallcommunity@gmail.com

### **The type of personal information we collect.**

We collect and process the following information:

- Member names, member addresses, member phone numbers
- Names, addresses and phone numbers of people making bookings

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- When joining the association
- When making bookings at the association

We use the information that you have given us in order to maintain our membership list and manage hall and grounds bookings.

We will not share this information with any other organisation or entity unless required by law.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. This applies to members of the SCA. You are able to remove your consent at any time. You can do this by contacting [scanewmembership@gmail.com](mailto:scanewmembership@gmail.com)**
- (b) We have a contractual obligation to provide you with our services as a member of the SCA.**
- (c) We have a contractual obligation. This applies to individuals who make bookings for use of SCA facilities and services.**

- (d) Sometimes we will have a legitimate interest to process personal data where we believe there is a minimal impact on the individual. Examples of this may be to post photographs on our website of events to promote our services. We will ensure that individuals are aware of this sort of processing is happening and can object.**

## **How we store your personal information**

Your information is securely stored in a database on a password protected computer controlled by the membership secretary. Only the membership secretary and chairperson have access to the database.

We keep personal information for current members. We keep personal information for lapsed members and bookings by non-members for two years after which we will dispose of your information by deleting it from our database and any backup sources.

## **Your data protection rights.**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact [scanewmembership@gmail.com](mailto:scanewmembership@gmail.com) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [saughtonhallcommunity@gmail.com](mailto:saughtonhallcommunity@gmail.com)

You can also complain to the Information Commissioner Office if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>