



COMRIE DEVELOPMENT TRUST PRIVACY POLICY FOR MEMBERS

The purpose of this Privacy Policy is to inform you about the type of personal information we hold about you, how long we will keep it, how we use it, and to let you know your rights. Comrie Development Trust is committed to keeping your personal information safe and exercises control over the processing of the information that we hold about you. Comrie Development Trust carries the data protection responsibility for it and in legal terms Comrie Development Trust is referred to as being the 'Data Controller'.

Collection, Storage and Use of your Personal Information

We collect your personal information directly from you. Personal information may include all or some of the following; your name, address, telephone number(s), email address(es).

This information is stored in electronic files that are held on Microsoft cloud storage and in paper files which are held in a secured building.

We use your personal information to

- administer your membership, such as advising you of an AGM.
- help us to respond to any queries
- send you newsletters and updates about CDT activities, aims and objectives either by post or by email if you have provided us with an email address.

We will not share your personal information with other organisations for marketing, market research or commercial purposes.

Your personal information is held on servers based in the EU. However, when sending out bulk emails we may use a third party (Mailchimp) who will temporarily store your personal information on servers outside the European Economic Area. Mailchimp operate under the EU-US Privacy Shield and Swiss EE-US Privacy Shield regimes to allow personal information to be transferred lawfully between the EU/EEA and the US. For more information about Mailchimp please visit their website: <https://mailchimp.com/legal/privacy/>

Holding your personal information

We will hold your personal information for as long as you are a member. If, and when, your membership ends, we will keep your name only on a list of ex Members as part of our historical archives. Your membership application form and any other personal information will be deleted and/or destroyed.

Under the Data Protection Act we must advise you of your rights under the Act

You have the right to:

- Request to restrict or object to the processing of your personal information
- Request to erase your personal information (i.e. if you terminate your membership)
- Request to see personal information we hold about you
- Request for inaccurate personal information to be corrected

To make a request under these rights, or if you have any questions regarding this Privacy Policy you can write to us at Comrie Development Trust, Hut 3, Cultybraggan Camp, Comrie, PH6 2AB. Alternatively, you can email us at: admin@comriedevtrust.org.uk

To find out more about your information rights please visit the website of the Information Commissioner at: www.ico.org.uk

Changes to our Privacy Policy

Any changes we may make to our privacy policy in the future will be notified to you by e-mail or post.