



Kyle of Sutherland Development Trust Data Privacy Notice

Your personal data – what is it?

Personal data relates to a living 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 or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the GDPR)

Who are we?

Kyle of Sutherland Development Trust is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

- Kyle of Sutherland Development Trust complies with its obligations under [the GDPR] by keeping personal data up to date;
- by storing and destroying it securely; by not collecting or retaining excessive amounts of data;
- 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 enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
 - To administer membership records;
 - To fundraise and promote the interests of the charity;
 - To manage our employees and volunteers;
 - To maintain our own accounts and records.
 - To operate the Kyle of Sutherland Development Trust website and deliver the services that individuals have requested.
 - To inform individuals of news, events, activities or services run by Kyle of Sutherland Development Trust (including but not limited to the Keep Active Together, Community Food Stop, Energy Advice Service, Sutherland Community Engagement and Falls of Shin Visitor Attraction projects.
 - To process gift aid applications.
 - To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

What is the legal basis for processing your personal data?

Article 6 processing

GDPR sets out six lawful bases for processing personal data (Article 6). The Trust processes personal data under the following bases:

- Consent of the data subject; (including photographic consent where applicable,) for marketing purposes: to be able to tell people about events, news, services or for the purposes of providing a service. *See Appendix 1 for examples of Consent forms.
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
 - Employment Contracts
 - Contractor Contracts
 - Volunteer Contracts
 - Funders Contracts
- Processing is necessary for compliance with a legal obligation;
 - OSCR requires that we “Keep registers of charity trustees and of members “
 - The Kyle of Sutherland Development Trust Memorandum of Association states “the directors shall maintain a register of members, setting out the full name and address of each member, the date on which he/she was admitted to membership, and the date on which any person ceased to be a member.”
 - Grant Funding reporting and monitoring requirements state that “the Grantee must keep and maintain adequate and proper records and books of account”.

Article 9 Processing

Kyle of Sutherland Development Trust does not process or hold any Special Categories of Personal Data as per Article 9

Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with the authorised members of staff tasked with carrying out that project.

We will only share your data with third parties outside of the organisation with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data:

To keep subscribers updated through our email distribution list (Until you advise that you wish to unsubscribe).

To keep members informed about Kyle of Sutherland Development Trust business (until you advise that you wish to resign).

To keep clients/ participants from the projects mentioned above informed about opportunities that may be of benefit to you and to provide evidence to Funders. (For three years.)

We keep employees’ personal data for a period of five years in case of any legal claims/complaints.

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 the Kyle of Sutherland Development Trust holds about you;
- The right to request that Kyle of Sutherland Development Trust 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 Kyle of Sutherland Development Trust to retain such data;
- [The right to withdraw your consent to the processing at any time]
- The right to request that Kyle of Sutherland Development Trust 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](#).
- Transfer of Data Abroad. If the personal data is to be transferred to countries or territories outside the EU you must include details of how the data will be protected, together with details of how to obtain copies of the relevant safeguards].
- Mailchimp E-newsletters and Survey Monkey questionnaires are certified to the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details:

To exercise all relevant rights, queries of complaints in the first instance, please contact:

David Watson, Trust Manager

Kyle of Sutherland Development Trust, The Barn, Drovers Square, Ardgay, Sutherland, IV24 3AL

Kyle of Sutherland Development Trust is a Company Limited by Guarantee.

Scottish Registration: SC401019

Scottish Charity: SC043587

VAT registration number: 251 4030 53

APPENDIX 1 – Examples of Consent Forms

THE ENERGY ADVICE SERVICE CONSENT FORM

Please complete the form below to apply for a free home energy advice visit from Kyle of Sutherland Development Trust’s Energy Advice Service (TEAS).

A home visit from TEAS will normally involve:

- Questions about your property and type of heating
- Discussion about your energy bills and energy usage
- Use of a thermal imaging camera and some photography
- Taking a meter reading

To provide the most accurate advice to you, we may also ask you about your income to check if you may be due any additional help, but you do not need to give this information if you don’t want to. We will also provide a follow up visit in 3 months, to identify any energy savings you have made and to see if you need further help.

PLEASE COMPLETE ALL DETAILS IN BLOCK CAPITALS

Name:

Address:

Telephone:

_____ Mobile: _____

Email:

Best time to contact you:

I/we request a home energy visit from The Energy Advice Service. I/we understand that my/our details will be processed by The Energy Advice Service **only** to arrange a visit to my/our home. The Energy Advice Service will hold my/our details securely and contact me/us to arrange a home visit. **NB if we are unable to arrange a home visit with you within 3 months we will remove all your data from our records.**

Signature _____

Signature _____

Client Number _____

THE ENERGY ADVICE SERVICE CONSENT FORM

AUTHORISATION

Thank you for inviting The Energy Advice Service (TEAS) to come to your home to undertake an energy advice visit.

During this visit we will be asking you for information about your property, energy bills, income and energy usage. We will process any information you give us securely and in a confidential manner. If you prefer, you do not need to answer questions about your income or any other aspects of your situation, but please be aware that we use this information to provide you with accurate advice, so in these cases, we may only be able to give you general advice about any additional help you may be entitled to.

After our visit, we will send you a Home Energy Report with tailored recommendations to improve the energy efficiency of your home. We would like to contact you in 3 months to confirm our follow up visit. This visit will be to find out if you need further help and if the advice given has helped you to save energy in your home, reduce fuel bills and carbon emissions. You have the right to withdraw consent from any aspect of the TEAS project – see contact details below.

By signing below, please be aware that we will process your data (including any relevant health data) in a confidential and secure manner. We will:

- Retain a copy of your personal details, home report and associated photos, thermal images and any other case related documentation for **3 years** (paper & electronic formats) using anonymised information in relevant summaries, reports and statistics. We will send you a copy of your home report.
- Visit you again in 3 months' time to provide further help and to identify savings made because of our help.
- Make a referral on your behalf to _____

Client signature: _____

Date: _____

Assessor signature: _____

Date: _____

The Kyle of Sutherland Development Trust and TEAS may contact you from time to time as we run various projects to benefit the people of Sutherland. Please tick this box if you agree to TEAS/Kyle of Sutherland Development Trust notifying you of these initiatives. In this case we will retain your data for **3 years**. Please note: we will send you a copy of this authorisation for your records with your home report.

Client Number _____

Kyle of Sutherland Development Trust

Photograph Consent Form

Event Title and Date

By signing the form below you are agreeing to Kyle of Sutherland Development Trust using your photograph for publicity purposes. This may be used on social media, on our website or in the media. If you **do not** want to have your photograph taken – please let a member of staff know.

Photographs and your personal data (Name and contact details) are stored securely in line with GDPR guidelines.

If you are here with a child (under 16 years old) – please sign on behalf of them.

| Name / (or name of child) | Signature | Contact number/or email |
|---------------------------|-----------|-------------------------|
| | | |

Follow this link to see the sign up form for E-newsletter subscribers on the website

<http://kyleofsutherland.us4.list-manage1.com/subscribe?u=8d7fbd1bb37239b9cee5d3e2e&id=56f710f9c9>

Follow this link to go to the Sutherland Community Engagement Questionnaire

https://www.surveymonkey.co.uk/r/sutherland_com_eng