

## DATA PROTECTION GDPR

### 1. Atholl Privacy Policy

The Atholl Baptist Centre collects and stores personal information provided by its customers, users, donors and employees, both paid and voluntary. This practice is necessary in order to:

- a) Provide information about the Atholl Centre.
- b) Facilitate a booking.
- c) Provide information about offers and the support which is available.
- d) Comply with legal requirements.
- e) Keep people safe.

Only necessary information will be collected.

### 2. Personal Information Collected

- a) Basic personal information. This may include your name, postal address, email address, telephone or mobile number.
- b) Volunteering information This may include details of relevant certifications you hold, availability and references. We need this data to accredit our volunteers for events/activities and ensure they're a good fit for their roles. Dietary requirements and health information may be included to keep people safe.
- c) Donor information. This may include bank details, Gift Aid declarations and donation history. This information is required in order to claim gift aid on all qualifying donations and meet the requirements laid down by HMRC.

### 3. How Personal Information is Used

- a) The Atholl Centre uses your details:
  - 1) in order to enter into a contract.
  - 2) to provide and manage bookings.
  - 3) to communicate with customers about forthcoming events and providing further information about the Atholl Centre by email or by post.
  - 4) in order to employ voluntary and paid staff.
  - 5) when you give explicit consent, showing your willingness to receive these communications, to send electronic newsletters and appeals to supporters.
  - 6) when administrating donations.
- b) Personal information may be disclosed but only in special circumstances where it is believed that disclosing this information is necessary to:
  - a. comply with the law, e.g., Child Protection.
  - b. enforce or apply our Terms and Conditions.
  - c. protect our rights and those of our users.

The Atholl Centre will not share personal information with any third parties unless required by law.

### 4. How Long Personal Information is Retained

- a) Personal Data shall be processed and stored for as long as required for the purpose they have been collected for.
- b) Personal details held for mailing (postal and electronic) information about the Atholl Centre, promotions and appeals for supporters, and information required for booking, shall therefore be kept by us until we are notified that you no longer wish to receive any more information or for as long as is needed by Atholl Centre to fulfil such purposes.

## 5. How Personal Information is Stored

- a) All personal information stored on technology devices is password protected, including material on the Atholl Centre Storage Network.
- b) Paper copies of personal information is stored in a locked cabinet.

## 6. Rights of Providers of Personal Information

- a) Access to a person's personal data is subject to General Data Protection Regulation. An individual may request, at any time, access to the information held in relation to that person. Requests for a copy of that information should be made in writing by email [admin@athollcentre.org.uk](mailto:admin@athollcentre.org.uk) or by letter to Atholl Centre, Atholl Road, Pitlochry PH16 5BX. The same procedure should be adopted if the details held need to be corrected, amended or removed.
- b) How Cookies are used.

See Policy on the Atholl Web Site, <https://www.athollcentre.org.uk/privacy-policy/>

## 7. CONTACT US

An individual can edit the communication preference, or any other personal data held, by emailing, [admin@athollcentre.org.uk](mailto:admin@athollcentre.org.uk) or phone 01796 473044.