

Abernethy Highland Games Association

Privacy Notice

Who should read this Privacy notice

This privacy notice relates to personal data which we hold in relation to the following types of data subject.

- ! Members
- ! Trustees
- ! Abernethy Games events entrants
- ! Individuals with whom we do business (natural persons)
- ! Individuals whom we believe wish to receive marketing or other communications from us.

A data subject is a natural person not a business.

Personal Data is any information related to a natural person or "Data Subject" that can be used to directly or indirectly identify the person. It can be anything from a name, a photo, an email address, bank details, posts on social networking websites, medical information, or a computer IP address.

Collecting your personal data

We will normally collect the personal data we need from you directly. If we acquire personal data about you from other sources, we will normally seek your approval or comment on it before acting on it. If your personal data changes, you should let us know. If you wish to know what personal data we hold about you, you can ask us (see below).

Sharing your personal data

Confidentiality is very important to us. We will not therefore share any of your personal information with anyone unless:

1. We need to do so in order to carry out the transaction or other piece of work that we have agreed to do for or with you.
2. We are obliged to do so in order to comply with our legal obligations;
3. We need to do so to protect vital interests;
4. We need to do so in order to carry out a task in exercise of official authority given to us by the Court, Parliament or Government;
5. It is within our legitimate interests to share your data and so doing does not conflict with your fundamental rights and freedoms: or
6. With your consent.

Processing your personal data

The personal data which you give us will be used (or "processed") by us in order

- ! To verify your identity;
- ! To carry out your instructions;
- ! To make your experience of our services more convenient or comprehensive; and
- ! To enable us to meet our obligations to you.

This means that we may add your contact details to a mailing list or email group. If you prefer to be removed from a mailing list or group, please let us know by contacting us. You can do so by emailing the Games Secretary; david@carrotts.uk . Please note that we have a legal obligation to notify members of an AGM or EGM and will need to retain sufficient information for that purpose, whilst you remain as a member. Should you cease to be a member we are required to retain your details for 6 years from the date of your resignation.

Storage of your personal data

We will gather your personal data manually and electronically and it will be stored in digital and hard copy formats while we are working for you and for a period of 6 years after the work has ended.

We make use of cloud-based data storage and data processing systems. Some of the personal data you give us may be stored by us in this way. Personal data transmitted to or from our cloud-based storage system will be encrypted and will be subject to confidentiality agreement(s) with the supplier of our data processing systems.

We are required by OSCR to retain certain information, including some of your personal data for periods of up to 6 years.

Destruction of your personal data

Once our need to retain personal data has ended, we shall arrange to have your personal data securely destroyed. Hard copies will normally be shredded. Digital forms of personal data will be deleted from our cloud based data storage facilities and from our own systems within our offices.

Your rights

- ! **Access** - You have the right to access to the information we hold on you
- ! **Rectification** – you have the right to ask for and information to be corrected or completed if the information we have is incorrect or incomplete
- ! **Erasure** – You have the right to be forgotten so can request your information to be deleted
- ! **Object** – you have the right to object to any information we hold or to any processing we may carry out using your information.
- ! **Restrictions** – you have the right to restrict any processing we may carry out using your information
- ! **Portability** – you have the right to request your information be transferred to another controller in a usable/readable manner.

Marketing

We will retain basic contact details for you so that we can make you aware of future events that may be of interest to you. We will not share your personal data with anyone else for this purpose. If you wish us to remove your personal data from our marketing database, please let us know and we shall do so within one calendar month of your request.