



Data Protection Policy & Privacy Notice

1. Background

This policy applies to all persons - that is Trustees, Members, Staff and Volunteers – involved with Pathhead and District Community Association Scottish Charities Incorporated Organisation (PDCA SCIO).

For the purposes of Data Protection, our contact details are:

Name: Pathhead & District Community Association scio

Address: 11 Main street, Pathhead, EH375PZ

E-mail: infor@pathhed.info

mark correspondence for the attention of the chairman. Contact details of trustees can be found on the website: www.pathhead.info.

2. What type of information we have

We currently collect and process the following information:

- (a) Name, contact address, email and telephone numbers for trustees, members and people connected with associate member organisations. This will include a register of members interests and may include financial information such as bank accounts to reimburse expenses.
- (b) Name, contact address, email and telephone numbers for individuals and organisations that hire or use the hall. This may also include financial information such as invoice amounts and agreements/contracts for the period of the hire.
- (c) Information and records of committee meetings, which includes personal identifiers
- (d) Name, contact address, email and telephone numbers for employees. This may include financial information such as bank accounts, national insurance numbers to pay wages and reimburse expenses.
- (e) Name, contact address, email and telephone numbers and roles for skilled or knowledgeable individuals, or members of support organisations, such as other charities or the Council. This is to gain advice in the running of the hall.
- (f) Name, contacts address and telephone numbers for members of the public who subscribe to our newsletter, Facebook page or other social media systems.
- (g) [Add to this list as appropriate]

3. How we get the information and why we have it.

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



- (a) We collect information on trustees, members and associate members to ensure compliance with the requirements of the OSCR and to support the operation of the Hall.
- (b) We collect information on those who hire the hall to support the operation of the Hall and ensure invoices are raised correctly and the correct payments are received.
- (c) This information about who uses the hall may also be used to investigate breaches of contract, health and safety or accidental damage or vandalism.
- (d) We collect information, including personal details, at committee meetings, in the form of minutes, to ensure compliance with the requirements of the OSCR, to keep a record of decisions made and to support the operation of the Hall.
- (e) We collect information on employees to support the operation of the Hall and ensure wage payments are made on time, correctly and in a timely manner
- (f) We collect information from those who explicitly sign up and give their consent for our email newsletter via our website Pathhead.info
- (g) [Add to this list as appropriate]

We also receive personal information indirectly, from the following sources in the following scenarios:

- (h) We collect information on individuals, or people in support organisations may be provided indirectly, e.g. from other organisations or by word of mouth.
- (i) We access and use information on individuals who like or subscribe to our Facebook page and other social media systems
- (j) We may collect information from users or hirers about other individuals to investigate breaches of contract, or of health and safety or accidental damage or vandalism or illegal activity. Such information may be forwarded to the police.
- (k) We may collect information on the performance of employees and the manner in which they carry out their roles.
- (l) [Add to this list as appropriate]

4. Legal Basis under GDPR

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

- (a) Individual's consent. People can remove their consent at any time. You can do this by contacting any member of the trustees. Please note point 4c below.
- (b) We have a contractual obligation, e.g. to pay wages or obtain payments.
- (c) We have a legal obligation, e.g. under the requirements of our SCIO Charity status and OSCR. Please note information on members and trustees, and in minutes must be kept for a minimum period. In such cases it cannot be removed within that period.
- (d) We have a legitimate interest to contact individuals and to collect information on individuals to help support the hall, its safe, secure and effective operation. For example we may need to collect information on
 - trustees and members to ensure appropriate governance;



- individuals who hire the hall to seek overdue payments;
- individuals user to prevent vandalism or understand the causes of damage;
- members, employees and volunteers to ensure work is carried out appropriately;

5. What we do with the information we have:

We use the information that is given to us by individuals or that we obtain in line with this policy in order to:

- (a) ensure we can contact those who help support the hall;
- (b) comply with the requirements of our constitution, our SCIO charity status and OSCR regulations;
- (c) follow the principles of good charity governance e.g. as outlined by OSCR and in the PDCA policies;
- (d) pay wages or reimburse expenses;
- (e) obtain payments for invoices, including effort to seek payment of overdue invoices;
- (f) obtain advice around the effective, safe and secure running of or maintenance of of the hall;
- (g) contact trustees, members, or associate members in an emergency;
- (h) contact those users to support their events or ensure contracts are upheld;
- (i) seek information on what has happened, e.g. about damage to the building;
- (j) provide information on the running of the hall or changes to its operation;
- (k) provide details of forthcoming events or opportunities to use the hall;
- (l) provide information on forthcoming events, or opportunities to use the hall;
- (m) monitor the operation of the hall in line with the policies and procedures;

We may share particular information as follows:

- i. The minutes will be shared with members, but may be shared with users, villagers and members of the general public as our minutes will be considered to be publically available for review;
- ii. AGM minutes will be shared with members; users, villagers and members of the general public as they must be available as part of our SCIO charity status
- iii. The names and contact details of trustees and members will be available to users, villagers and members of the general public as part of good governance and day to day operation of the hall.
- iv. The register of members interests will be shared with OSCR and thus may be available to members of the public on request.
- v. Individuals' bank accounts details will only be shared with our bank as part of paying wages or reimbursing expenses.
- vi. The names and contact details of users will only be shared in exceptional circumstances and with consent of the individual.
- vii. The names and contact details of people who provide support will only be shared with other users, trustees, members - providing they are freely available and subject to consent



- viii. The names and contact details of those on the emailing list will only be used for delivering the newsletter or other information. They will not be passed to another person or organisation for marketing or to enable others to make contact.
- ix. Minutes will be held for a minimum period to comply with OSCR requirements and then may be archived to public bodies for historical purposes
- x. Information may be shared with the police or other agencies where there may be a legal requirement or good governance reason for doing so.
- xi. Sharing of information with any other individual or body will only be done with the recorded agreement of trustees and after due consideration of the privacy impact.
- xii. Information about any disciplinary matters with employees, members or volunteers will only be shared with the individual and trustees unless third parties, such as the police, need to be involved.

6. How the PDCA stores information/records

Historic information has been kept on paper or on computers in the homes of current or former trustees and members. It is recognised that this information must be considered to be in the public domain now. This is a historic situation that may not comply with current GDPR best practice. The PDCA Scio is actively looking to change this for future records, but cannot retrieve or control any information or personal information issued or stored previously.

It is the PDCA aim that all personal information shall be held and accessed from with the Google Docs cloud account for the PDCA. Information will be securely stored and only accessible by trustees or specifically named members. Progress on this aim will be recorded in the PDCA minutes.

Strong passwords will be used for all data stores and will be changed when individual's roles change.

Email addresses and some person details and some minutes are published on the Pathhead.info website. This website is hosted by WIX under the control of a named member of the PDCA. Strong passwords will be used and will be changed when individuals roles change. The website will publish a calendar of which organisations, that are using the hall and when. It will not publish the names of individuals.

Some contact information may be published on our Facebook page. Such information is only published by consent.

The bank account details of employees, information on supervision or disciplinary matters will be managed by the treasurer only and held in a restricted section of the Google Docs cloud account for the PDCA.

The financial information on users, about invoices and or overdue payments will be managed by the treasurer only and held in a restricted section of the Google Docs cloud account for the PDCA.

We keep the names and contact details of trustees and members for at least 6 years to comply with OSCR regulations.



Minutes will be kept for at least 6 years to comply with OSCR regulations. Historic minutes may be stored longer or archived for historical purposes.

Emails containing the minutes and paper copies of minutes may be created/sent prior to meetings. It is not always possible to destroy copies. Minutes are however considered to be in the public domain.

Information on users of the hall, including invoices or contracts, will be deleted from the Google docs repository and from the treasurer's records 18 months after the last use by the user - unless it is required e.g. for legitimate reasons such as recovery of overdue payments.

We will dispose of information by deleting the records from computers and if necessary shredding paper.

7. Data Protection Rights

Under data protection law, individuals have rights including:

right of access - individuals have the right to ask us for copies of their personal information.

right to rectification - individuals have the right to ask us to rectify information they think is inaccurate. They also have the right to ask us to complete information they think is incomplete.

right to erasure - individuals have the right to ask us to erase personal information in certain circumstances, except e.g. where there is a legal requirement to keep it.

right to restriction of processing - individuals have the right to ask us to restrict the processing of personal information in certain circumstances except e.g. where there is a legal requirement to keep it.

right to object to processing - individuals have the right to object to the processing of your personal data in certain circumstances except e.g. where there is a legal requirement to keep it.

right to data portability - individuals have the right to ask that we transfer the information they gave us to another organisation in certain circumstances except e.g. where there is a legal requirement to keep it.

Individuals are not required to pay any charge for exercising their rights. If they make a request, the PDCA trustees have one month to respond to you. Every effort will be made to comply but it is recognised that information in the public domain, e.g. previous minutes, may not be accessible by the PDCA.

Individuals should contact any Trustee if they wish to make a request as above. It is the responsibility of the Trustees to consider the request, respond and ensure the appropriate action is taken.



8. Freedom of Information

Although the PDCA SCIO is not governed by the Freedom of Information Act, the information it holds should be accessible to the members of the public under the same principles as apply to requests under the Freedom of Information Act, namely that:

1. The Trustees reserve the right not to disclose information where such disclosure would compromise the right to privacy of the individual(s) concerned;
2. The Trustees reserve the right not to disclose commercially sensitive information;
3. Any requests must be for specific information in pursuit of a legitimate concern and not casual enquiries just to see what the register contains.

Individuals should contact any Trustee if they wish to make a request to obtain information. It is the responsibility of the Trustees to consider the request, respond and ensure the appropriate action is taken.

9. Changes

From time to time the data held and processes carried out may change. In such cases the trustees will ensure a privacy impact assessment is carried out. This will review each of the following in light of the change and either result in updates to this policy or the issuing of a separate privacy notice.

- What type of information we have
- How we get the information and why we do we have it
- What we do with the information
- How we store the information
- Data protection rights
- How to complain

This and any subsequent privacy notice will be published on the Pathhead.info website.

10. How to complain

You should complain to any one of the Trustees if you feel your rights are not being upheld or if you are unhappy with how we have used your data.

You can also complain to the ICO:

*The ICO's address: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF*

Helpline number: 0303 123 1113

Other relevant information is contained in the PDCA Whistleblowing Policy.



Pathhead & District Community Association SCIO
The Community Hall
11 Main Street
Pathhead
EH37 5PZ
www.pathhead.info

Change Record

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|----------|-----------------|---|
| 16/12/20 | NHD | Formatting |
| 10/12/20 | Committee | Policy approved by the Committee |
| 30/11/20 | Trustees, BC | Policy approved by the Treasurer and The Trustees |
| 14.1.20 | MJ ND | updates |
| 07.1.20 | MJ,ND | Draft written and discussed |