



Charity Registration Number SC006642  
[www.gallowayassoc.org.uk](http://www.gallowayassoc.org.uk)

Patron: The Earl of Stair

# PRIVACY POLICY

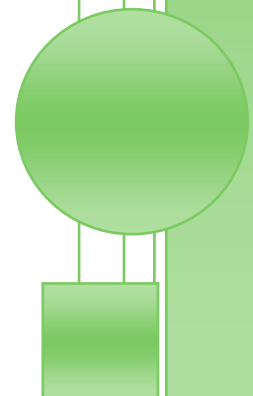
## *Business Policy Documents*

Your privacy is important to the Galloway Association of Glasgow. We are committed to safeguarding the privacy of your personal data; this privacy statement sets out how we will treat your personal information.

The Galloway Association of Glasgow (referred to as 'the Association' within this document)

Charity Registration Number: SC006642

Document Printed: 09/05/2018



# Privacy Policy

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## *Business Policy Documents*

### **1 Personal Data Collection**

The Association may collect, store and use the following kinds of personal information:

- Information that you provide to us for the purpose of membership of the Association;
- Information that you provide to us for the purpose of enquiring about or applying for a grant;
- Any other information that you choose to send to us such as enquiries through our website;
- Information about your computer and about your visits to and use of our website.

### **2 Using Personal Data**

Personal information submitted to us via our website or directly via email or post will be used for the purposes specified in this privacy statement or in relevant parts of the website. We may use your personal data to:

- Record your membership of the Association, and to communicate membership benefits such as notification and processing of events and meetings, invitations to renew your membership, and other membership queries.
- Process grant applications, including contacting your referees, seeking additional information about your application, and making the public aware of our awards on our website, in press releases and promotional material;
- Fulfil statutory obligations such as publication of our Annual Report and provision of information to OSCR;
- Deal with enquiries and complaints made to the Association whether submitted from our website or any other means of communication.
- Where you give us your consent, we will also use your personal data in order to email you information, promotional and fundraising communications in connection with Association events or awards.

### **3 Information Collection and Use on our Website**

We do not provide personal information to outside parties, unless required to do so by a law enforcement agency. We collect personal information about your website visit as follows.

- You can choose to complete a Feedback Form, which will disclose online contact information (e-mail address), and if you wish, disclose additional contact information, such as your phone number. We use and retain this information until your query or transaction is complete, which is an indeterminate period of time.
- You can choose to join our electronic Mailing List. If you decide to opt-in to our Mailing List, you will receive e-mails that may include news and details of forthcoming events. If at any time you would like to unsubscribe from receiving future e-mails, we include detailed unsubscribe instructions at the bottom of each e-mail.
- We automatically collect and store information for statistical purposes which does not identify you personally. This information helps us to monitor how visitors use our website. This information may include your browser software (such as Internet Explorer), your operating system (such as MS Windows and Apple MAC), the name and domain of your Internet Service Provider and the Internet Protocol (IP) address of the computer you are using.

### **4 How We Update, Screen or Analyse Your Data**

We periodically review records of members to ensure your data is as accurate as possible. We may contact you to request confirmation of your records. We may search publicly available registers to confirm your contact details, such as the Royal Mail website.

### **5 Justification**

This information is legitimately processed for the following reasons:

- As necessary for the performance of tasks carried out in the public interest, in this case the disbursement of funds to a variety of individuals and non-commercial organisations who meet the Association's charitable objects;
- As necessary in the pursuit of the legitimate interests of the charity, in particular to maintain a register of Members and to acquire the information necessary to process grant applications;
- For compliance with legal obligations, in this case to provide full and accurate information to OSCR and to our Members.

## 6 Retention Period

The Association reserves the right to hold data for archive purposes:

- The Association reserves the right to hold data related to membership for archive purposes to maintain the history of this ancient charitable organisation;
- The Association reserves the right to hold data related to grant applications for archive purposes and in order to facilitate a high standard of due diligence which will enable the charity to continue to fulfil its charitable objects.

## 7 Personal Data Security

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. The personal data is stored on personal computers secured and managed by the Association.

Our Trustees and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of the personal data of our Members and of anyone applying for a grant.

We store membership details in an electronic database.

## 8 Disclosures

We may disclose information about you to any of our Trustees and Officers.

We may disclose your personal information to the extent that we are required to do so by law.

Except as provided in this privacy statement, we will not provide your information to third parties.

We retain the right to disclose personal data to a third party or external organisations carrying out work on our behalf such as a mailing house for the sending of our communications to our Members. Any such companies are acting as approved data processors for the Association, and we retain full responsibility for your personal data. Data processors will act only on our instructions.

## 9 Your Rights

At any time you may request that we delete or correct your personal information. You should be aware that if taking any of the above steps impacts on the ability of the Association to include you in its administration, it may result in cancellation of your membership or application for an award.

You can ask us if we are keeping any personal data about you and you can also request to receive a copy of that personal data – this is called a Subject Access Request.

To make a Subject Access Request you will need to provide adequate proof of identity such as a copy of your passport, birth certificate or driving licence before your request can be processed.

Please try to be as clear as possible about the information you are seeking.

Once we have received your Subject Access Request and proof of identity, you will receive a response from us within one month and you will be able to get copies of any information we hold on you.

Requests to delete, correct or access your personal data should be sent to:

Honorary Secretary: Anne A. Rankin,  
46 Kingsheath Ave.  
Rutherglen  
Glasgow  
G73 2DE  
*Email: [administrator@gallowayassoc.org.uk](mailto:administrator@gallowayassoc.org.uk)*

## 10 Making a Complaint

If you are not satisfied with our response to any query regarding our processing of your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner's Office by telephoning 0303 1231113.

## **11 Cookies**

In order to make the Association website easier to use and improve our service, we sometimes place small amounts of information on your computer. These are known as cookies and they are used by most major websites.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## **12 Other Websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **13 Changes to Our Privacy Notice**

We periodically review our privacy notice, and may make changes time to time. Any changes made will be posted to this page, and will apply from the time we post them. You should check this page occasionally to ensure you are happy with any changes.

## **14 How to Contact Us**

If you have any comments on our privacy notice, or information we hold about you, please contact us:

- By email to [administrator@gallowayassoc.org.uk](mailto:administrator@gallowayassoc.org.uk)
- Use the Feedback Form on the 'Contact Us' page of our website
- Or write to us at The Galloway Association of Glasgow, 46 Kingsheath Avenue, Rutherglen, Glasgow G73 2DE

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