

## **PRIVACY POLICY FOR WWW.DONNACHAIDH.COM**

**(UPDATED MAY 2019)**

At the Clan Donnachaidh Society we are committed to protecting and preserving the privacy of our visitors when visiting our site or communicating electronically with us.

This Privacy Policy contains an explanation of what happens to personal data that you choose to provide to us, or that we collect from you whilst you visit this site. Our Privacy Policy should be read in conjunction with our terms of website use.

We do occasionally update the Privacy Policy so please return and review this Policy from time to time.

### **INFORMATION WE COLLECT**

In running and operating the Society and the website we may collect and process certain data and information relating to you. This data and information are detailed below:

- Information that visitors provide to us as a result of filling in forms on our website, such as when a visitor registers for newsletters;
- Information given when someone joins the Society (Membership Database);
- Information provided to us when our visitors communicate with us electronically for any reason.

### **USE OF YOUR INFORMATION**

The information we collect is used for the development of our website. In addition, we may use the information for the following purposes:

- To provide you with information relating to our website, products or our services that you request from us;
- To meet our contractual obligations to you;
- To notify you about any changes to our website, including improvements, and service or product changes that may affect our website.

### **STORING YOUR PERSONAL DATA**

Information that we collect may, on occasion, be stored for the purpose of supplying our goods or services to you. By submitting your personal data, you agree to this storing or processing. We will always take all reasonable precautions to make sure that your data remains secure and is handled in accordance with this Privacy Policy.

Personal data that is provided to us is stored on our secure servers within the European Economic Area (EEA). The majority of the processing of personal data will be completed within the United Kingdom, however, on rare occasions the processing may take place in the USA solely by the Clan Secretary. Details relating to any transactions entered on our site will be encrypted to ensure its safety.

The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of the data sent to us electronically and transmission of such data is at your own risk – we will, however, take all necessary steps to ensure that your personal data is handled safely and confidentially where applicable. Where we have given you (or where you have chosen) a password so that you can access certain parts of our site, you are responsible for keeping this password confidential.

### **DISCLOSING YOUR INFORMATION**

Where applicable, we may disclose your personal information to any Council Member of our Society. This will always be done with necessary means to protect your personal data and we will ensure that it is handled safely and securely.

## RETAINING YOUR PERSONAL DATA

We will retain your personal data for as long as necessary to ensure that you are able to enjoy the services provided to you. Except as otherwise mentioned in this privacy notice, we may keep your personal data only for as long as required by us:

- to provide you with the services you have requested;
- to comply with other law, including for the period demanded by our tax authorities;
- to support a claim or defence in court.

## THIRD PARTY LINKS

You may find links to third party websites on our site. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

## YOUR DATA RIGHTS

The Data Protection Act 2018 (DPA 2018) and the General Data Protection Regulations (GDPR) gives all individuals certain rights to control their personal information that is held about them. The data subject rights that are applicable to our website are detailed below:

- *The right to access:* You can request a copy of any information that we hold about you. This request is free-of-charge, however you may be subject to a small fee if your request is deemed as excessive or manifestly unfounded. We may ask for further information or a copy of valid identification to ensure that the personal data is handled securely and sent to the appropriate individual. Your request will be processed within 30 days of receipt of enough information to identify you.
- *The right to be informed:* You have the right to be informed if there are any changes made to the way that your personal data is handled, collected or processed. We will do this by either contacting you directly or by updating our Privacy Policy.
- *The right to rectification:* If you feel that we hold inaccurate or incomplete personal data for you, you have the right to have this information rectified. Your request will be processed within 30 days and will be free-of-charge.
- *The right to erasure:* If you no longer wish for your personal data to be stored, you have the right to ask for your personal data to be erased. Please note that there may be some instances where we cannot erase your personal data for legal or contractual reasons, but we will inform you of this when you have submitted your request. Your request will be processed within 30 days and will be free-of-charge.
- *The right to object:* You have the right to object to your personal data being processed (e.g. for direct marketing reasons). Your request will be processed within 30 days and will be free-of-charge.
- *The right to restrict processing:* You have the right to restrict the processing of your personal data. We may still hold your personal data on our systems, but this right allows you to not have this information processed any further. Your request will be processed within 30 days and will be free-of-charge.

Should you wish to exercise any of the above data rights, please contact us as soon as possible on the below contact details.

## **CONTACTING US**

If you wish to exercise any of your data rights, or if you have any questions or queries relating to this Privacy Policy then please contact us at:

Clan Donnachaidh Society  
Clan Donnachaidh Centre  
Bruar  
Pitlochry  
Perthshire  
PH18 5TW  
Scotland

*E-mail:* [secretary@clandonnachaidh.net](mailto:secretary@clandonnachaidh.net)

## **HOW YOU CAN COMPLAIN**

If you are not happy with our Privacy Policy or the way in which your personal data is being processed, then please let us know as soon as possible. If you remain dissatisfied about how we process your personal information, you have a right to lodge a complaint with the Information Commissioner's Office (ICO). This can be done by contacting them on one of the following options:

- *Address:* Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- *Telephone:* 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
- *Fax:* 01625 524 510
- *E-mail:* [casework@ico.org.uk](mailto:casework@ico.org.uk)

We would, however, appreciate the opportunity to talk to you about your concern before you approach the ICO.