

NEWBURGH TRAIN STATION CAMPAIGN
DATA RETENTION * DATA PROTECTION * PRIVACY
POLICY STATEMENT and NOTICE

Here we explain what personal information we collect, why we collect it and what we do with it. We also explain your rights in respect of your own personal information.

Whose personal data we process and why

As a local community group we have an obligation to compile and maintain accurate information on our patrons and supporters. All data we hold on any individual is available for inspection by that individual, upon written request. None of our data is available for public inspection or in the public domain.

To compile all relevant information for our patrons and supporters we collect and use a small range of personal information including the names and email addresses of individuals who are our supporters.

Supporters using our services

If you, or someone acting on your behalf, requests information or services from us, for example through our website, we will collect and use your personal information in order to provide you with that information or service. If we already hold the information requested, then we will access it and use it to provide you with the information or service you have requested.

In some cases we may collect information about your behaviour as a supporter, for example which services you are using and how often, in order to help us meet our obligations to you. We may also use this information to contact you in relation to our services in the future; you can opt out of these communications.

Visitors to our website

You can browse our website without disclosing your personal information. However, our website uses essential cookies to function correctly, and some third party services may also set cookies on your browser. Any cookies that collect and use your personal information will request your consent when you access the website for the first time. You can change your privacy settings in relation to cookies at any time via your internet browser settings.

Subscribers to our communications

If you sign up to any of our communications, events or surveys, including through our social media channels, we will collect and use your personal information for the purpose of communicating and consulting with you, facilitating our events and we may inform you about our services. If we need to pass information on to a third party for event facilitation reasons, consent will be sought at the time of booking.

Enquiries, complaints and feedback

If you contact us with an enquiry, comment or complaint, we will use the personal information you provide to us to respond and address your issue. We may ask you to provide additional personal information if it is necessary for this purpose.

Suppliers and service providers

If you are part of our supply chain, we will process your personal information for the purpose of procuring and consuming goods and services, and to fulfil our contract with you. This may include your personal contact information and information required for you to supply products and services to us. Where necessary for the same purpose we may share this information with other suppliers and service providers, or with our customers. We keep this data for 7 years after the end of the relevant financial year.

How we share personal information

We may be required to share your personal information with other organisations for statutory or regulatory reasons, or because doing so is in the general public interest.

These organisations include:

- UK government bodies (for example HMRC)
- Scottish Government, its agencies and non-ministerial departments (for example Revenue Scotland)

We will not allow any third parties or any parties who are part of our own supply chain to collect and use your personal information.

Your rights

Data protection legislation gives you rights, which we are required to help you exercise, should you wish to. These are summarised in the table below.

Right	What it means
Information	You have the right to clear information about how we collect and use your personal information – this privacy notice is one example of how we do this
Access	You have the right to request a copy of the personal information we hold about you
Correction	You have the right to ask for any personal information that is inaccurate or incomplete to be corrected
Erasure	You have the right to ask for your personal data to be deleted under certain circumstance

Right	What it means
Objection to processing	You have the right to object to our use of your personal information under certain circumstances
Restriction on processing	If you make an objection, our use of your personal information may be temporarily suspended whilst we deal with your request
Portability	You have the right to ask for a copy of your personal information in a machine readable format to pass to another organisation under certain circumstances

All requests to exercise your rights should be addressed to the NEWBURGH TRAIN STATION CAMPAIGN **Data Protection Officer, Nigel Mullan** at nigel.mullan@btinternet.com

You should receive a response within one calendar month.

Contacting our Data Protection Officer

As a community group we have appointed a Data Protection Officer whose role includes advising and assisting individuals whose personal data we collect and use. You can contact the Data Protection Officer at any time to raise any query or concern you have in respect of how Performance Living Limited uses your personal information by emailing the **Data Protection Officer, Nigel Mullan** at nigel.mullan@btinternet.com

Complaint to the Information Commissioner's Office

If you wish to complain about how we are processing your personal data, you can do so by contacting the Information Commissioner's Office (ICO) via online form, email, phone, live chat or post.

Changes to this privacy notice

This privacy notice will be updated as necessary to reflect any changes to the way in which we process personal data. If you have any questions about this privacy notice you can contact our Data Protection Officer.