

ARISAIG COMMUNITY TRUST
DATA PROTECTION POLICY

1. Data is held electronically and, to a limited extent, in paper form by Arisaig Community Trust ("ACT").
2. Data comprises in the case of members (a) the name of the member and, where available, (b) a postal address and (c) an email address. In the case of junior members, date of birth and parental consent are also held. ACT also holds a database of names and addresses of people living in the Arisaig village, to the extent that such information is available and up to date. In the case of employees, ACT holds name, address, date of birth, National Insurance number, email address, phone number and bank account details, as necessary in accordance with employment law. Employee starter forms are shared with Voluntary Action Lochaber. In the case of directors, ACT holds name, address, email address, phone number, a note of memberships of other relevant groups, date of birth, bank account details, and any information disclosed on Declaration of Interest forms.
3. Data is used solely in connection with the activities of ACT, including notice of meetings, AGMs, and for other purposes in accordance with the constitution of ACT. Bank details, if held, are used solely for the purpose of transactions authorised by the person in question.
4. Data is shared only amongst members of the ACT board where necessary for the purpose of the activities of ACT, subject also to the sharing of employee starter forms as referred to above.
5. Data is amended only if current data held ceases to be correct, either by reason of ACT being so informed or ACT itself becoming aware that current data is inaccurate.
6. Data is deleted only if (a) so requested by the party whose data is held (b) a member cancels his or their membership or (c) otherwise in accordance with the constitution of ACT. The Memo and Articles of ACT, which forms its constitution, is available on the ACT website.
7. Data in relation to any member may be accessed/amended/erased if so requested by that member in accordance with GDPR.
8. Data, whether held on computer, paper or other media, is at all times obtained, handled, processed and stored lawfully in accordance with the Data Protection Act 1998 and GDPR.