

Privacy Policy

General Information

This privacy notice tells you what the Chapelton Community Association (CCA) will do with the personal information we collect from members of the CCA. In this policy, "we", "us" and "our" refer to Chapelton Community Association.

It will tell you:

- Which personal information we will collect and use
- Why we need this personal information and what we will use it for
- How we will get this information
- How long we will store it for
- Whether there are other recipients of your personal information

We are the controllers for any personal information you give to us.

Our contact details

hello@chapelton-ca.uk

This policy contains multiple sections depending on our relationship:

- [Membership](#)
- [Advertising and Participation in Activities](#)

Your data protection rights

Under data protection law, you have rights including:

- the right to ask us for copies of your personal information;
- the right to ask us to change information you think is inaccurate;
- the right to ask us to complete information you think is incomplete;
- the right to ask us to restrict the processing of your information in certain circumstances;
- the right to object to the processing of your personal data in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at hello@chapelton-ca.uk should you wish to make a request.

Membership

What type of information we have

We will collect and process the following personal information:

Current Members and Trustees

Your name, address, telephone and e-mail contact.

Former Members and Trustees

Your name

Lawful Basis for Processing

The lawful basis we rely on to process personal data for the purposes detailed below is article 6 (1) of the UK GDPR:

- Legal obligation: the processing is necessary for you to comply with the law

How we get the information and why we need it

A Scottish Charitable Incorporated Organisation has a duty to maintain registers of trustees and members, including former trustees and members. The personal information we process is provided to us directly by you when you join the CCA as a member.

How we use the information you give us

Duty to provide a copy of the register of charity trustees

Any person may request a copy of the SCIO's register of charity trustees and, if the request is reasonable, will be entitled to be given a copy by the SCIO within 28 days. If the person making the request is not a charity trustee, the SCIO is permitted to omit the address of any of its charity trustees.

Duty to provide a copy of the register of members

A member or charity trustee of a SCIO may request a copy of that SCIO's register of members. If the request is reasonable, the member or charity trustee will be entitled to be given a copy of the register by the SCIO within 28 days. If the person making the request is a member but not a charity trustee, the SCIO is permitted to omit the address of any of its members from the copy of the register it supplies.

How we store your information

Paper copy held by the membership secretary until it is digitized, followed by cloud storage within the CCA Google Workspace accessible to the membership secretary and other nominated trustees.

Advertisers and Activity Participants

Credit

This section of the document was created using a template from SEQ Legal (<https://seqlegal.com>).

How we use your data

In this section we set out:

- the general categories of personal data that we may process;
- the purposes for which we may process personal data; and
- the legal bases of the processing

We may process information contained in any enquiry you submit to us regarding goods and/or services ("**enquiry data**"). The enquiry data may be processed for the purposes of offering, marketing and selling relevant goods and/or services to you. The legal basis for this processing is legitimate interests, namely responding to customer enquiries.

We may process information relating to our customer and supplier relationships, including contact information ("**customer and supplier relationship data**"). The customer relationship data may include your name, your employer, your job title or role, your contact details, and information contained in communications between us and you or your employer. The source of the customer relationship data is you. The customer and supplier relationship data may be processed for the purposes of managing our relationships with customers and suppliers, communicating with customers and suppliers, keeping records of those communications and promoting our products and services to customers. The legal basis for this processing is our legitimate interests, namely the proper management of our customer and supplier relationships.

We may process information relating to transactions, including purchases of goods and services, that you enter into with us ("**transaction data**"). The transaction data may include your contact details and the transaction details. The transaction data may be processed for the purpose of supplying the purchased goods and services and keeping proper records of those transactions. The legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract and our legitimate interests, namely the proper administration of our website and business.

We may process information that you provide to us for the purpose of subscribing to our email notifications ("**notification data**"). The notification data may be processed for the purposes of sending you the relevant notifications. The legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.

We may process information contained in or relating to any communication that you send to us ("**correspondence data**"). The correspondence data may include the communication content and metadata associated with the communication. The correspondence data may be

processed for the purposes of communicating with you and record-keeping. The legal basis for this processing is our legitimate interests, namely the proper administration of our business and communications.

We may process any of your personal data identified in this policy where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.

We may process any of your personal data identified in this policy where necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice. The legal basis for this processing is our legitimate interests, namely the proper protection of our business against risks.

In addition to the specific purposes for which we may process your personal data set out in this section, we may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

Please do not supply any other person's personal data to us, unless we prompt you to do so.

Providing your personal data to others

We may disclose your personal data to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

In addition to the specific disclosures of personal data set out in this we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. We may also disclose your personal data where such disclosure is necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

Retaining and deleting personal data

This section sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.

Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

We will retain your personal data as follows:

- enquiry data will be retained for a maximum period of 24 months following our last contact with you.

In some cases it is not possible for us to specify in advance the periods for which your personal data will be retained. In such cases, we will determine the period of retention based on the following criteria:

- the period of retention of Customer and Supplier Relationship data will be determined based on the end of our relationship with you or your employer and any outstanding contracts.
- the period of retention of Transaction data will be determined based on legal requirements.
- the period of retention of Notification data will be determined based on any ongoing obligation to notify you related to a contract.
- the period of retention of Correspondence data will be determined based on legal requirements.

Notwithstanding the other provisions of this section, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.