

Win Furt Privacy Policy

v3 Created 5th January 2023

Our contact details

Name: Win Furt

Address: Doonesbo, Gott, Shetland, ZE2 9SF

E-mail: winfurt@outlook.com

The type of personal information we collect

We currently collect and process the following information:

For all members / trustees / stakeholders:

- Personal identifiers – e.g. name, address, phone number and email address

For project stakeholders (e.g. community bodies, SIC contacts, third party funders, land owners etc.):

- Stakeholder role, level of influence and interest, method of communication

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To allow us to maintain our register of members. Win Furt is a Scottish Charitable Incorporated Organisation (SCIO) number SC051835, regulated by the Scottish Charity Regulator (OSCR). We are a two-tier SCIO, which means that we have members and trustees. We are required under our constitution to maintain a register (list) of the members that must include their name and address.
- To allow us to keep you informed of our activities and upcoming events, e.g. community activities, members' meetings or the annual general meeting. The register of members only has to contain names and addresses but, to make communication easier and cheaper, we will mainly communicate by email so we will also store your email address. We will also store your phone number in case we need to contact you to query anything (for example, if an email has bounced back as undeliverable).
- For some projects we will maintain a list of stakeholders. These are individuals or groups that have an interest in the proposed project and can influence or impact its success. For these stakeholders, we will maintain a register of their role, their contact details and the level of their interest and influence on the project. This is to allow us to manage our communication and contact with them in a way that is most likely to produce a positive outcome.

Will we share your data?

Members - We will not share your information with anyone except for one specific case. Under our constitution as a SCIO, any trustee or member may request a list of the members and, if the request is reasonable, we are obliged to provide it, although we are allowed to provide it with the addresses and any other details blanked out. If we received such a request, we would only provide your name and no other details.

Stakeholders – There may be occasions when we need to share our list of stakeholders with other organisations. For example, funders such as Sustrans, will want to see that we have identified and consulted with all the relevant stakeholders for a project.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent.
- (b) We have a legitimate interest.

You are able to remove your consent at any time. You can do this by contacting the secretary at the postal or email address at the top of this document. If you remove your consent, then it will not be possible for you to continue as a member.

How we store your personal information

Your information is securely stored.

Members - Our constitution requires us to keep your contact information for as long as you are as a member and for six years after you cease to be a member. We will periodically review the register of members and delete entries that are past this point.

Stakeholders – We will keep your details for as long as we keep the records for the relevant project.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, 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 winfurt@outlook.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Win Furt, Doonesbo, Gott, Shetland, ZE2 9SF.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>