



Island of Hoy Development Trust

Revenge, Naval Hall, Longhope, Orkney, KW16 3PG
Telephone 01856 701356

DATA PRIVACY NOTICE

The Island of Hoy Development Trust

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the GDPR)

Who are we?

The Island of Hoy Development Trust is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

- The Island of Hoy Development Trust complies with its obligations under [the GDPR] by keeping personal data up to date;
- by storing and destroying it securely; by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes: -

- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records.
- To operate the hoyorkney.com web site and deliver the services that individuals have requested.
- To inform individuals of news, events, activities or services related to the Island of Hoy Development Trust, it's projects and membership.
- To process gift aid applications.

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Company Limited by guarantee (SC306586)
Registered Office: 8 Albert Street, Kirkwall, Orkney KW15 1HP



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- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.
- To operate our grant funding systems.

What is the legal basis for processing your personal data?

Article 6 processing

- Consent of the data subject;
 - Membership form completion
 - Sign up sheet for the Island of Hoy Development Trusts Newsletter & Blether
 - Sign up to Mailchimp to receive the Newsletter
 - Purchase of tickets through Ticket Tailor for The Island of Hoy Development Trusts community events i.e The Hoy Hoolie
- steps to enter into a contract;
 - Employment Contracts
 - Contractor Contracts
 - Volunteer Contracts
- Processing is necessary for compliance with a legal obligation;
 - OSCR requires that we “Keep registers of charity trustees and of members”
 - Statutory requirements are for our financial records to be kept for 6 years from the end of the last financial year
- Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.
 - The Island of Hoy Development Trusts Articles state “The Trustees shall maintain a register of members in accordance with the provisions of the Companies Act 2006, setting out the full name and address of each member, the date on which he/she was admitted to membership, and the date on which any person ceased to be a member.”
 - The Island of Hoy Development Trusts Articles state “The Trustees shall maintain a register of Trustees in accordance with the provisions of the Companies Act 2006, setting out full details of each Trustee, including the date on which he/she became a Trustee and also specifying the date on which any person ceased to hold office as a Trustee”.
 - Grant Funding reporting and monitoring requirements state that “the Grantee must keep and maintain for a period of 6 years adequate and proper records and books of account”.

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The Island of Hoy Development Trust does not process or hold any Special Categories of Personal Data as per Article 9

Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with other organisations to comply with a legitimate interest or a legal obligation i.e. OSCR, funders, auditors.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary for a period of 6 years in order to comply with our Articles, our funding obligations and our statutory obligations and in case of any legal claims/complaints.

HR data retention periods are set out in our Employment Data Protection Policy and are as recommended by the Information Commissioner; payroll and tax information will be held for 7 years, a summary of record of service will be held for 10 years from end of employment, Health & Safety information will be held for 12 years.

Your rights and your personal data

Unless subject to an exemption [under the GDPR], you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Island of Hoy Development Trust holds about you;
- The right to request that the Island of Hoy Development Trust corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for The Island of Hoy Development Trust to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)

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- The right to lodge a complaint with the [Information Commissioners Office](#).

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Where and whenever necessary, we will seek your prior consent to the new processing. Contact details to exercise all relevant rights, queries or complaints please in the first instance, contact us at:

liz.davidson.iohdt@gmail.com

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