

## **Privacy & Information Policy**

### **How and why we hold your personal information**

In order to comply with the new data protection regulations under the General Data Protection Regulations (GDPR) we have an obligation to explain to you how and why we hold information on you as well as the rights you have to see the information we hold on you. Please read the information below carefully and if you have any queries please do feel free to contact us for more clarification.

### **Your Personal Data**

We will hold and process information on you relating to your membership (current, future or past) with Earlston Community Development Trust (ECDT). We will not share your data with any other third party not connected to your relationship with ECDT unless we have your express permission in writing.

### **Right to Deletion and Removal of Personal Data**

You can write to us and request that we delete and remove any personal data we hold on you, however there may be reasons why we need to hold this data and this will be properly explained to you. All paper based information that we hold will be destroyed 24 months after your last contact with ECDT and all electronic data deleted 24 months after your last contact with ECDT.

### **Right to Rectification**

You have the right to request that we amend any personal data we hold for you if you believe that it is incorrect. You can send this request either by email to us or send it to our address (all contact information is on the 'Contact Us' tab on the website) and we will confirm that the information has been amended or clearly explain why we cannot do this.

### **Subject Data Access Request**

You have the right to request at any time confirmation of the actual personal data that we hold for you and how this has been processed. You can send this either by email or by post and it will be actioned within 14 days of receipt.

### **Complaint**

In the first instance, if you have a complaint about how we hold or process your personal data then please contact us at the email or address on the Contact Us tab. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Officer (ICO) at the following website <https://ico.org.uk/>