



## **Privacy Notice relating to Personal Data held by the Forres Heritage Trust**

Personal data on members, volunteers, juniors and friends is held by the Forres Heritage Trust in compliance with the General Data Protection Regulation 2018 and with each individual's consent.

Some data is required and other data is optional.

### **Members, Junior Members, Volunteers and Friends**

Required information:

Full Name

Signature

Contact postal address with postcode

E-Mail address

Type of association with the Trust (e.g. Member, Volunteer etc.)

Contact telephone numbers

This data is held by the organisation only for the purpose of internal communication and will not be shared externally without the agreed permission of the Member on any and every occasion on which the need arises.

Optional information (not applicable to Junior Members or Friends):

Experience relating to the organisation's activities

Interests relating to the organisation's activities

Activities in which help is offered

This data is held by the organisation only for the purpose of the Trust activities and will not be shared externally.

### **Security**

The personal data, as defined above, will be held on paper and on computers and digital storage media in password protected files managed by Trustees, all of whom are registered with the Scottish Charity Regulator, and by appointed Members acting as their delegated representatives. Individual records will be deleted as soon as possible if requested and no later than 10 weeks after membership ceases.

### **Rights**

Members have the following rights relating to their personal data:

to be informed; to access; to rectification; to erasure; to restrict processing; to data portability; to object and not to be subject to automated data processing and profiling.

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