



Privacy Policy 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 Trust only for the purpose of internal communication and will not be shared externally without the agreed permission of the Member or Friend 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 Trust only for the purpose of the organisation's activities and will not be shared externally.

Photography

Photographic images of Members and Friends may be taken during Trust activities for Trust publicity purposes. Any other personal data held by the Trust will not be publicly associated with such images. Individual Rights, as defined below will apply to such images.

Security

The personal data, as defined above, will be held on paper, 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

All Members and Friends 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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