

AAEA Data Protection Policy

The Auchterarder Adult Education Authority need to collect personal information in order to effectively organize and administer the leisure classes. The data is collected on our application forms and includes name, address, telephone number and e-mail address.

The data is stored on a password protected laptop and a copy of the data is held securely, password protected on industry standard backup software. The data is not shared with any other organization, and details are deleted if you have not attended any of our classes in four years. Details can be deleted at any time on receipt of a written request.

The purpose of this policy is to ensure that the AAEA meets its legal, statutory regulatory requirements under the data protection laws and to ensure that all the personal information is processed compliantly and in your best interests.