

## **CORMONACHAN COMMUNITY WOODLANDS LIMITED**

### **PRIVACY POLICY**

1. Cormonachan Community Woodlands Limited (CCW Ltd) accepts its responsibility to respect and protect the privacy of all members and directors of the company, and other persons, in accordance with the requirements of the General Data Protection Regulation (EU) 2016/679 (the GDPR) and the Data Protection Act 2018 (the DPA).
2. The Data Controller is the Company Secretary appointed by the Board of Directors of Cormonachan Community Woodlands Limited.
3. All personal data collected by CCW Ltd will be stored and processed only in accordance with this privacy policy.
4. Cormonachan Community Woodlands Limited is primarily a membership and voluntary organisation; only data that is relevant to these purposes will be collected and stored, with the consent of those who provide this data for membership, charitable and legal purposes.
5. CCW Ltd will, for business purposes relevant to the use, hire, servicing, maintenance and repair, collect and store only such personal data as is necessary to conduct these transactions and to fulfil legal and health and safety requirements.
6. CCW Ltd accepts its obligation to store personal data securely and not to share any data with a third party without consent except to meet legal requirements or in the event of a health or other emergency.
7. CCW Ltd will collect such personal information as names, dates of birth, postal and email addresses, telephone numbers, subscriptions and donations to the Company, and bank account details for the collection of direct debits or the payment of expenses.
8. CCW Ltd will not collect or store sensitive personal information.
9. Individual persons have the right to receive by request the details of all personal information held by the Company within 28 days of the request being submitted to and receipt acknowledged by the Company Secretary.
10. Any complaint about the operation of this privacy policy should be made to CCW Ltd in the first instance, and, which failing, to the Office of the Scottish Charity Regulator (OSCR) or to the Information Commissioner's Office (ICO).