



## Where Friendships Flourish

### Privacy Notice for dM2 Ayrshire

The Partners for Inclusion Group is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we hold on you as a member of dM2 Ayrshire. It also sets out how we use that information, and other relevant information about your data.

#### **What personal data does dM2 Ayrshire collect?**

The data we routinely collect includes members' names, addresses, email addresses and dates of birth. We collect this data directly from our members when they join the club. For some of our members we may have additional information such as health and abilities, Next of Kin/Carer/Representative, references, and relationship status. We will collect additional personal information in the course of club related activities throughout the period of your membership in order to ensure we best meet the needs of our members.

#### **What is this personal data used for?**

We use members' data for the administration of your membership; the communication of information, and the organisation of events.

#### **If you fail to provide personal information**

If you fail to provide certain information at time of application for membership, we may not be able to administer information or organise events to meet your health and ability needs.

#### **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **Who is your data shared with?**

Your membership data is not passed on by us to any other organisations other than where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

### **How secure is my information with third-party service providers and other entities in our group?**

We will ensure that third parties confirm that they are compliant with GDPR prior to sharing any information. dM2 Ayrshire takes appropriate security measures to protect both paper and electronic files, with access to both restricted to appropriate members of staff.

### **What about other third parties?**

We may share your personal information with a regulator or to otherwise comply with the law.

### **Where does this data come from?**

Data for most of our members comes from them when they join dM2 Ayrshire or when they update their information.

### **How is your data stored?**

This information is mainly stored in digital form on computers and in the form of written documents stored at dM2 Ayrshire Office. Any information that is stored remotely is stored in compliance with the GDPR.

### **Who has access to your data?**

Staff members of dM2 Ayrshire have access to members' data in order for them to carry out their legitimate tasks for the organisations.

Partners for inclusion Group may be given access to data for specific tasks, such as sending mailings. They are not free to use it for any other purpose outside of the specific task given.

### **What is the legal basis for collecting this data?**

dM2 Ayrshire collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation and participant in a recognised and regulated Scottish Charity Project.

### **How you can check what data we have about you?**

If you want to see the basic membership data we hold about you, you should contact dM2 Ayrshire office.

You can contact dM2 Ayrshire in writing if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

### **How long we keep your data for, and why?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We normally keep members' data after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member's contact details entirely on request.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a member of dM2 Ayrshire we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

### **Rights of access, correction, erasure, and restriction**

#### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your membership with us.

#### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

#### **Right to withdraw consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your

consent, please contact dM2 Ayrshire office. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

#### **Data protection officer**

We have appointed a Data Protection Officer (“DPO”) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact our DPO, Scott McIntosh (Finance Director, Partners for Inclusion) on 01563 825555.

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

#### **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact Scott McIntosh, Finance Director on 01563 825555.**