

# Sustainable Forestry

## GDPR Privacy Notice for Sustainable Forestry SCIO.

June 2018

### **What information do we collect?**

We collect personal information (eg. name, address, email address and phone number) of Trustees, Members and grant applicants.

### **Why we need your personal information**

Primarily we collect this information to fulfil our legal obligations to administer the charity and award funding to achieve the charitable objectives.

We are under a legal obligation to process certain personal information for the purposes of complying with obligations under:

- The Charities and Trustees Investment (Scotland) Act 2005, which requires us to maintain a register of members, including name, address, date admitted to membership and date on which membership ceased, to hold general meetings, issue notices and AGM voting arrangements.

### **What we do with your personal information**

We process your information in pursuit of our legitimate interests to:

- Provide information and updates.
- Raise awareness of the availability of grant funding.
- Respond to questions, comments, complaints, concerns or allegations.

### **Other uses of your personal information**

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

### **Who we share your personal information with**

Trustees, successful grant applicants and members names and addresses are available on the website but we do not use this for any other purpose.

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

### **Third party suppliers**

We may use third party suppliers to provide services. These suppliers may process personal data on our behalf as “processors” and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes:

- Website host.
- Banking transactions.

### **How we protect your personal information**

Personal information is accessed only for the purposes set out above and is password protected.

### **How long we keep your personal information**

We only keep your personal information for as long as necessary. Trustee and membership data will be deleted 6 years after resignation or departure. Grant applicants details will be deleted 5 years after the completion of the project.

### **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a “subject access request”.

You can contact us at [info@sustainableforestry.org.uk](mailto:info@sustainableforestry.org.uk)

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)