East Dunbartonshire Voluntary Action

 Privacy Policy

**Our contact details**

Name: East Dunbartonshire Voluntary Action

Address: 18 Townhead, Kirkintilloch G66 1NL

Phone Number:0141 578 6680

E-mail: info@edva.org

Date policy last updated: 5/7/23

**The type of personal information we collect**

We currently collect and process the following information ( but you may not be asked to provide all of this information):

* Your name, your work contact address, your work email address, your work phone number
* Your name, your personal contact details (address, phone number, email)

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for the following reason/s:

* In order to receive communications from us such as our e-newsletter and e-bulletin or information about training or events we are running, or so we can provide you with help or advice that you have requested, such as helping your organisation to become registered as a charity or helping you to find some voluntary work

We use the information that you have given us in order to provide you with information or services, or to help with research about the third sector in East Dunbartonshire

We may share this information with East Dunbartonshire Council staff or Health and Social Care Partnership staff in certain circumstances so they may contact you to inform you about work that they may be doing or wish you to have input into. We will only pass on your organisational contact details such as your work phone number or work email address.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent.**

**You are able to remove your consent at any time. You can do this by contacting Janice Young at** **info@edva.org** **or by writing to us at the address at the start of this document.**

**How we store your personal information**

Your information is securely stored.

We keep personal contact details for 3 years We will then dispose your information by removing your record from our databases if we have not received further consent from you to keep this information.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at the details at the start of this document if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at the contact details provided at the start of this document.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>