



PRIVACY POLICY

CAWDOR AND WEST NAIRNSHIRE COMMUNITY BENEFIT ORGANISATION

We are committed at Cawdor and West Nairnshire Community Benefit Organisation (C&WNCBO) to protect your personal data and adhere to the General Data Protection Regulations. In order for us to communicate with our members, trustees, funders and community groups it is essential that we hold some level of personal information that identifies you as an individual. This information will have been provided by you on your application forms. C&WNCBO ensures that your personal information is secured and treated with respect. We will not pass your personal information to any 3rd parties without your consent.

Our Commitment To You

At C&WNCBO we are responsible for protecting your personal information, and we take this responsibility very seriously. If you have any queries or concerns about how we use your personal information, please contact our Secretary via email jenifer.walker69@gmail.com or phone 07768396834 or post: C&WNCBO, c/o Churchview, Cawdor, Nairn IV12 5XP

We promise:

To only collect personal information (or 'data') from those who directly interact with us being C&WNCBO trustees, C&WNCBO Grant Fund applicants, our funders and our staff.

We, Cawdor and West Nairnshire Community Benefit Organisation, are the 'data controller' in respect of your personal information, and are responsible for what happens to it, where it goes, and who sees it.

Please note:

- We will never sell your data to third parties for their own marketing needs.
- We will never pass your information to any third party without your explicit consent
- We will collect the minimum personal information we need, limited, where relevant, to you:
 - Name • The applicant organisation • Contact number(s)
 - Email address(es) • Postal address • Phone number

We will only obtain and use information, where relevant, to:

- Update you with information relating to C&WNCBO
- Invite you to events organised by C&WNCBO or to which C&WNCBO is associated
 - To contact you regarding your grant funding application
 - To progress employment applications

We will keep your data for personal information for:

- As long as you are a member of C&WNCBO
- As long as you are an active donor or fundraiser
- Up to six years in relation to Gift Aid (in compliance with HMRC regulations)
 - Up to seven years if you work or volunteer for us

www.windsofchangecawdor.com

Winds of Change, Tom Nan Clach Windfarm Fund | T: 01667 404702 | E: info@windsofchangecawdor.com

Registered charity: Cawdor and West Nairnshire Community Benefit Organisation (SCIO), SC048704 Registered address: Churchview Cawdor Nairn IV12 5XP

You can opt out of receiving communications from us at any time.
You can request to access, change, or delete your information at any time.

Your personal information will not be shared with any third parties.
Access to it within C&WNCBO is limited to the Secretary and the Trustees.

We will protect your personal information by:

- Only keeping it for as long as is strictly necessary
- Securely destroying your personal data after the need for it has expired
- Acting upon any requests to view, change, or delete your information, within 30 days
- Ensuring that all electronic files that contain personal information are secured and password protected and paper copies are locked away and only accessed by those needing them to perform their job.

If you are unhappy with how we've handled your personal information, or a complaint you've made in respect of this, you have the right to contact the Information Commissioner's Office.

The Legal Basis for processing your personal data

The Cawdor and West Nairnshire Community Benefit Organisation is a Scottish charity, (Charity Number: SCO48704). Our registered office is C&WNCBO, c/o Churchview, Cawdor, Nairn IV12 5XP. Cawdor and West Nairnshire Community Benefit Organisation is the data controller for the information you give us. We use your consent, or legitimate interest, as the lawful basis for processing personal information.

Privacy notice

The rest of our privacy policy explains how your personal information is obtained, used, and protected, specifically in relation to:

Member Communication
Trustee Recruitment and Human Resources
Trustees
Grant Funding Applicants
Funders

Member Communication

In order to ensure that all C&WNCBO members are kept up to date with the grant funding and trustee management of C&WNCBO and legal requirements, emails or letters are sent regularly to personal email or home addresses. The contact information is only accessed by the Secretary and is held on a password protected PC and paper copies are held securely.

Employee and Trustee Recruitment and Human Resources

C&WNCBO currently has no employees and 6 Trustees. When you apply to become a director/trustee or Secretary we will record your details as provided in your CV/Application Form and covering letter, which will likely to include your name, postal address, telephone number, email address, educational and work history. Should your application be unsuccessful your data may be stored up to 6 months of the C&WNCBO AGM.

Should your application be successful, on appointment all required right to be a Charity Trustee and registration with Companies House will be carried out.

If you are successful in becoming a director we will retain your personal information which will include your name, postal address, telephone number, email address.



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Trustees

At Cawdor and West Nairnshire Community Benefit Organisation we are grateful to our Trustees and we will only ever use any information you provide, and references from your chosen referees, to:

- Communicate with you in matters relating to the operation and strategic management of C&WNCBO
 - Communicate with you in relation to grant funding applications
 - Communicate with you in relation to other community groups

Grant Funding Applicants

The objective of C&WNCBO is the charitable objective of the advancement of citizenship or community development within the Cawdor & West Nairnshire Community Council area. To enable this C&WNCBO distributes funds from developers to community groups and initiatives via a grant funding application process.

As part of the grant funding application process the applicant is asked to complete an application form and to provide their contact details. The personal details requested are:

- Applicant name
- Name of applicant organisation
- Correspondence address
- Email
- Phone number

The application form is only shared with the Secretary and the Trustees (who make the grant fund award decision). This information is not shared with members or any other third parties unless explicit consent is given.

FUNDERS TO C&WNCBO

C&WNCBO receives funds on behalf of the Cawdor & West Nairnshire Community Council area from the developers of renewable energy sources. To support this process C&WNCBO maintains contact details of key personnel at the developers and their associated partners. This information will include name, address, email and phone number. This information is used for communication and reporting.

Your rights

You have the right to:

- Ask what information we hold about you and be given that information
- Ask us to correct, change, or update any information we hold about you
 - Withdraw your consent for us to use your information
 - Ask us to delete your information entirely
- Make a complaint or ask any other question in relation to your information

If you wish to do this, please contact our Secretary via email jenifer.walker69@gmail.com or phone 07768396834 or post: C&WNCBO, c/o Churchview, Cawdor, Nairn IV12 5XP

If, having contacted us about the use of your personal information you are unhappy with our response, you can register a complaint with the Information Commissioner's Office.

Privacy Policy Updates

Our Privacy Policy is regularly reviewed, and may be updated, based on certain requirements. With that in mind, you are advised to revisit the policy for the most up-to-date information.

Website

C&WNCBO does not use its website to collect any personal information



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