

## **Forres Community Woodlands Trust (FCWT) Privacy Notice**

FCWT takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

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

When you register as a member of FCWT or renew your membership, sign up for a newsletter or participate in an event, we may ask you for, or you may provide us with, some or all of the following personal information:

- Contact details – e.g. name, address, email address and phone number.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services.

### **Why we need your personal information – contractual purposes**

We need to collect our members’ personal information so that we can manage your relationship with us.

We may use our members’ personal information to:

- Provide you with core member services, including confirmation of membership, end of year renewal and newsletters.
- Organise FCWT activities Provide you with news and updates about the activities of the FCWT, opportunities to get involved in meetings, volunteer work parties or other events.
- Raise awareness of the FCWT’s activities by capturing photos or videos at events. We may use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

### **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members 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.

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

Your personal information is accessed by our Secretary and any other relevant Trustees only for the purposes set out above.

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

We only keep your personal information for as long as necessary to meet our statutory requirements and provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for 3 years.

### **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 [fcwtsecretary@gmail.com](mailto:fcwtsecretary@gmail.com) or at 20 Tolbooth Street, Forres, Moray, IV36 1PH

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)