

Management of Personal Information

Being a registered charity, Dalry Burns Club (the Club) is required to manage personal information in compliance with Data Protection laws, primarily the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The Trustees are responsible for data collection compliance and must adhere to the Code of Fundraising Practice. The Club must have consent of individuals to hold personal information and comply with the following:-

1. Information will be restricted to:
 - 1.1. Full Name
 - 1.2. Address
 - 1.3. E-mail address
 - 1.4. Phone number
 - 1.5. Date of birth (Trustees Only)
2. Personal information will only be used internally within the Club and for Club associated matters.
3. Members should advise the Club Secretary of any changes to personal information and may request at any time to access their information, stop data usage and for information to be deleted from the Club records.
4. Personal information will be stored with password protection and be held by the Club Secretary and Treasurer where appropriate. Any serious data breaches will be reported the Information Commissioners Office (ICO) within 72hrs.
5. Trustees must agree to their information being recorded with the Office of Scottish Charity Regulator (OSCAR). Names of Trustees will be published on the Scottish Charity Register.