

# **Stirling Area Access Panel Privacy Policy**

## **Introduction**

Stirling Area Access Panel protects any personal information that you give to us. This Policy explains when and why we collect personal information. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

## **Who are we?**

We are Stirling Area Access Panel, a group of volunteers who work together to improve physical access and wider social inclusion in our local community.

## **How do we process your personal data?**

Stirling Area Access Panel complies with its obligations under the GDPR by keeping personal data up to date:

- by storing and destroying it securely; by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes:
  - To administer membership records;
  - To manage our employees and volunteers;
  - To maintain our own accounts and records.
  - To operate the Stirling Area Access Panel web site and deliver the services that individuals have requested.
  - To inform individuals of news, events, activities or services by the Stirling Area Access Panel

- To process gift aid applications.
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.
- To invite members to engagement events to gain the views of disabled people to influence policy and decision makers.

## **Collecting data via our websites**

When you contact us via our website, we collect the personal information you give us (e.g. your name and email address). We collect and store information you enter via the 'Contact us' form on our website and we only retain this information for the purposes of contacting you either to respond to your query or to send e-newsletters.

We may also collect personally identifiable information gathered via comments, feedback, reviews, and recommendations in order to respond to your messages and to share feedback via our website.

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website. In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

## **Where is the data stored?**

Our website is hosted on the Wix.com platform. Your data is stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. We access your data via a password-protected log in process.

## **Google Analytics**

We may occasionally use the software tool Google Analytics to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. Please refer to [Google Analytics](#)' site for information about their Privacy Policy and use of cookies.

## **Under 18-year olds**

If you are 18 or under, please get your parent/guardian's permission before you give us any personal information about yourself.

## **What is the legal basis for processing your personal data?**

Processing is carried out by a not-for-profit body and the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential and will be shared only with members of our group.

We will only share your data with third parties outside of the organisation with your consent.

## **How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data;

- For the continuing length of your membership
- Until such time you notify us and cancel your membership, all personal data will be destroyed
- Until such time we are notified of death, all personal data is destroyed
- If membership is revoked, all personal data is destroyed

## **Your rights and your personal data**

Unless subject to an exemption [under the GDPR], you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Stirling Area Access Panel holds about you;

- The right to request that the Stirling Area Access Panel corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Stirling Area Access Panel to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office. <https://ico.org.uk/concerns/>

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

### **Updating our Privacy Policy**

We reserve the right to modify our privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

### **Unsubscribe from our mailing list**

You may unsubscribe from our mailing list at any time by clicking on the 'Unsubscribe' link in the footer of our e-newsletters or by emailing [rh.dick@btinternet.com](mailto:rh.dick@btinternet.com) and asking to be removed from our mailing list.

### **Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance, contact us at: [Stirling Area Access Panel](#).