

## Privacy policy

The privacy and security of your personal data is very important to us. This privacy policy sets out the ways in which we collect, use, maintain and disclose your personal data as a supporter, volunteer or donor of The Royal Highland Education Trust ('RHET') Clyde area.

### Who are we?

In this policy, 'we', 'us' and 'our' refers to The Royal Highland Education Trust Clyde area, Scottish charity number SCO35250.

### What data do we collect?

We collect personal information which may include, depending on your capacity of engagement with RHET Clyde, your name, address, date of birth, email address, occupation, telephone and mobile numbers. Also in the case of donors, we will collect financial information in order to process and service your donation.

Your involvement with us will result in personal data being created; this could include details of your involvement with us by volunteering or donating.

### Young People's data

Young people aged 16 and over can volunteer with RHET and we collect their personal data as above.

We will not make or send fundraising calls or emails to young people. We may send young people information on RHET Activities.

### How we use your personal data

We only use your personal data as permitted under the EU General Data Protection Regulation (the GDPR) and the Privacy of Electronic Communication Regulation 2003.

We use the personal data you provide as a supporter to service your engagement. This includes keeping you informed about RHET Clyde and our work and ancillary information, sending renewal information for donors and processing payments (where applicable). RHET Directors and contractors review volunteer lists from time-to-time to ensure information on individuals is accurate and kept up to date.

### Marketing and Fundraising

We would like to use your details to keep in touch about things that may matter to you. RHET fundraises from, and partners with, individuals, companies and foundations who want to support RHET in its work in bring the classroom to the countryside and to fulfil its charitable aims.

We may invite you to support our vital work by getting involved with a campaign, making a donation, getting involved in fundraising activities or leaving a gift in your will.

If you make a donation, we will use any personal information you provide to record the nature and amount of your gift, claim Gift Aid where you've told us you're eligible and thank you for your gift. When you interact with us we will note anything relevant and store it securely on our systems.

If you have told us that you are planning to, or are thinking about, leaving us a gift in your will, we will record this information, including any information about how you would like the gift to be directed, if you have told us this.

### Third party processors

We may sometimes ask third parties to process personal data on our behalf (such as to make payments or purchase tickets for RHET events). This may include the transfer of personal data outside the EEA.

We will always ensure that they treat your data securely, in accordance with our terms and requirements under the GDPR.

We do not sell, trade or rent your personal data to third parties out with RHET. We may share aggregated and anonymous demographic information (not linked to any personally identifiable information) with our business partners.

### How we retain your personal data

If you do not want us to retain your personal data in our historical records then please let us know using the details under 'Contact Us' below.

### Your rights

Under the GDPR, you have a number of rights regarding your personal data:

- To withdraw your consent to processing, where processing is based on consent;
- To object to processing for direct marketing, historical research and statistics and where processing is based on our legitimate interests (we will tell you if that is the case) or to ask us to restrict processing of your personal data;
- To request rectification or erasure (in certain circumstances) of your personal data;
- To ask us to tell you about the personal data we hold on you (a 'Subject Access Request');
- The right to complain to the Information Commissioner's Office.

### Contact us

To notify us of any of the above or to discuss any questions you have about this policy or how we use your personal data, please contact us at [dataprotection@rhass.org.uk](mailto:dataprotection@rhass.org.uk) and include 'Data Protection Query' in the subject line or in writing to Data Protection, RHET, Ingliston House, Royal Highland Centre, Ingliston, Edinburgh EH28 8NB.