

Privacy Policy

LOTHIAN RHET UNDERSTANDS THAT THE INFORMATION YOU TRUST US WITH IS IMPORTANT TO YOU, AND WE ARE COMMITTED TO PROTECTING AND RESPECTING YOUR PRIVACY.

1. OUTLINE

This Privacy Policy explains how, when and why we collect your personal information. Generally, we use your personal information to manage your involvement with Lothian RHET.

2. WHY WE NEED YOUR PERSONAL INFORMATION

We need to collect our members' personal information so that we can communicate with you. We will use the information that you have given to us to send you membership communications by post or email or text in relation to:

- membership renewal
- member events and meeting
- to promote the work that we are doing
- to seek your views and opinions
- to meet legal requirements

If you would like to stop receiving communications by post or email or text, please update your preferences by calling our responsible person James Wyllie on 01620 861 143.

3. WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect personal information about our members, prospective members, former members, and other individuals who work in the same Education area as us who we have contact with in the course of promoting and furthering our aims. The personal information we hold about you and the way in which we use it will differ depending on our relationship with you.

You may give us information about you by filling in a form, contacting us by phone or e-mail or in person. This includes information you provide if you complete a membership form or attend a RHET Lothian event or ask us to assist you with an issue. The information you give us depends on the reason for you contacting us, but may include your name, address, date of birth, e-mail address, phone number, mobile number, bank details and/or debit card/credit card information, your interests and information you provided when you have asked us to assist you with an issue.

4. HOW LONG WILL RHET LOTHIAN RETAIN MY PERSONAL DATA

RHET Lothian will keep your personal data for no longer than is necessary for the purpose we obtained it for or until such time that you withdraw your consent and exercise your right to request that RHET Lothian deletes your personal data.

5. WHO WE SHARE YOUR INFORMATION WITH

We will not sell your personal information to third parties. We will not give third parties your personal information to communicate directly to you.

Where we use third party suppliers to help us provide services to you and share personal information with those suppliers, we have the appropriate contracts or controls in place, which will assess the security of their processing arrangements

6. SECURITY AND STORAGE OF YOUR PERSONAL INFORMATION

To provide our services, we may transfer your data outside of the UK. Where this is done we will ensure that any party with access to your data has implemented the necessary security and privacy measures. We will ensure that we provide the necessary security and privacy measures to ensure your data is kept secure and confidential.

7. ACCESS TO YOUR INFORMATION AND CORRECTION

You have the right to request a copy of the information that we hold about you. You also have the right to contact us if you believe your personal information is incorrect or incomplete. You have a right to request that we correct or complete your personal information. If you believe that we are no longer entitled to use your personal data, you have the right to request that your data is deleted. If you have any questions about how we use your personal information, please contact us using the details provided at the end of this policy.

8. CHANGES TO OUR PRIVACY POLICY

We review our privacy policy regularly and will notify you of any updates in relevant communications.

9. QUERIES

If you have any questions or queries in relation to this privacy policy, you can contact our responsible person at 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.

We hope that we will be able to resolve any concerns you may have.

However, you have a right to complain to the UK's Supervisory Authority for data protection, the Information Commissioner at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

This Privacy Policy was last updated on 10 October 2019