



Privacy notice – mailing list

Who we are:

Play Midlothian is a Scottish Registered Charity (no. SC025474) and a Company Limited by Guarantee (no. SC240729). Our registered office address is Gorebridge Beacon, Hunterfield Road, Gorebridge, EH23 4TT. If you would like to find out more please contact the Managing Director on 01875 820 889 or visit www.playmidlothian.org.uk.

Introduction:

We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws – including the General Data Protection regulation (GDPR) – and is used in line with your expectations.

This privacy notice explains why we collect your personal data, how we use it and how we protect it.

Why we collect personal data from you:

We need to collect personal data from you in order to provide you with news and information, at your request to join our mailing list. You may have made this request through using the sign-up form on our website, or through a registration form for a service or event. The data we collect will usually only be contact details. We will only collect your data for our mailing list with your consent, which you can in future withdraw.

To withdraw consent, you would ordinarily use the unsubscribe option at the foot of the email news bulletins sent out via Mailchimp – the tool we use to manage our mailing list. However, if this option is not available (perhaps because you have received communication in a different format), please contact the Managing Director on the above contact details.

Who we share your data with:

We may share your data with others providing Play Midlothian with business services, for example the following categories:

- IT service providers
- Communications service providers (so that we can send you information)
- Banking services (to process payments)
- Freelancers (for example assisting with our marketing)
- Advisers (for example assisting us with our marketing)

Key specific third parties with whom your data may be shared or visible to are:

- Mailchimp – the marketing platform we use (our data processor)
- Microsoft – the email client we use (our data processor)

The above would only be for the purposes of Play Midlothian business.

We will also share your data:

- If we are legally required to do so, for example, by law, by a court, by the Office of the Scottish Charity Regulator or by Companies House
- To enforce or apply the terms and conditions of your contract with us
- To protect children, for example by sharing information with social work or the police
- If it is necessary to protect our or others' rights, property or safety
- If we transfer the management of Play Midlothian

At times, this may include transfer of your data outside of the EU (for example, for use of an IT service), when this complies with the relevant provisions under the GDPR.

We will never share your personal data with any other organisation to use for their own purposes.

How we keep your personal data:

We maintain appropriate technical and organisational measures to ensure the security of people's data.

We will keep your contact details for as long as you choose to be on our mailing list.

In some cases, for example for reasons of child protection, we may be obliged to keep your data for longer to comply with legal requirements.

Your rights with respect to your data:

You have the right to request:

- Access to your personal data
- To have inaccurate personal data rectified, or completed if it is incomplete
- To have your data erased
- To restrict our processing of your data
- A copy of your personal data, or for us to transfer it to another data controller

If you wish to exercise any of these rights at any time, or if you have any questions, comments or concerns about this privacy notice, or how we handle your data, please contact us.

If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner's Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or via www.ico.org.uk

Changes to this notice:

We keep this notice under regular review and may update it.