



## Privacy notice – members

### **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](http://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 enter into the contract that is your membership of Play Midlothian, conferring on you the rights of a member in accordance with our Articles of Association, and enabling us to contact you about those rights.

We may also use your contact details, where appropriate, to support our wider charitable work, including engagement with schools, organisations and partners (for example in connection with our services). We do this on the basis of our legitimate interests, ensuring that any such contact is relevant and proportionate.

We are also legally obliged under company law to keep a register of our members, including their names, addresses, categories of membership and start and end dates. We are legally obliged to make that information available for inspection if asked (including by a member of the public, unless a court decrees the request was not for a proper purpose), therefore please supply an address you would be comfortable with being shared in those circumstances.

The data we collect will usually only be contact details (which for some members will be publicly available business contact details). You may share special category data to facilitate your attendance at events such as the AGM (for example if you have access requirements relating to health or disability), although this would not be added to the register of members and would only relate to the booking for that event.

At your request, and for a fee, we can process PVG and Disclosure checks on your staff, volunteers and board. A separate contract will be required for this. We will process the data required for this contract and for administration of each PVG or Disclosure requested. After each check is complete, we retain only data that can identify a check was carried out on an individual, primarily (but not necessarily limited to) full name, Disclosure or PVG application number, PVG membership number, and place of work.

### **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 coordinating our AGM)
- Advisers (for example supporting us to establish new systems)

This would only be for the purposes of Play Midlothian business.

If processing a PVG or Disclosure on your behalf, we will share the relevant data required for this with Volunteer Scotland or Disclosure Scotland.

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 the details of your membership on our register of members for the duration of your membership and for 10 years after your membership ceases, in accordance with company law.

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. PVG and Disclosure records will be held long-term in case of abuse investigations.

### **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 restrict our processing of your data
- To object to our processing of your data where we rely on legitimate interests

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](http://www.ico.org.uk)

### **Changes to this notice:**

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