

Scottish Crofting Federation Fair Processing Notice (Privacy notice)

The Scottish Crofting Federation (SCF) is a membership organisation solely dedicated to campaigning for crofters and fighting for the future of crofting.

We take your privacy seriously and this privacy notice sets out how we will use your data, who we will share it with, how we keep it secure and your rights as a data subject.

What we need from you

When you join as a member of SCF, renew your membership or take part in training, we will ask you for the following personal information:

- Contact details – name, address, email address and phone number.
- Date of birth – to calculate your membership category.
- Payment details – bank account number and sort code.
- Equality information – your gender, disability needs, etc.
- Any additional information for the purposes of making a training event booking, including your next of kin, relevant health conditions, etc.

If you do not provide us with the personal information that we need this may affect our ability to offer you our membership services or limit your training opportunities.

Why we need your personal information

We need to collect your personal information for legitimate purposes and so we can (i) manage your membership and (ii) manage bookings for training courses and events.

We will use your personal information to:

- Provide you, as an SCF member, with core member services, including membership card and renewal notice together with other relevant communications from time to time.
- Provide you with updates on training courses, whether you are an SCF member or not.
- Send you, as an SCF member, a monthly e-newsletter and The Crofter Journal
- Engage with you, as an SCF member, on subjects relevant to our role representing you, including obtaining your views in surveys for research purposes, informing you of events and requesting your involvement in our campaigning activity.
- Raise awareness of crofting through photographs, videos and live-streaming at events/training. We will use this for promotion, education and development purposes.
- Respond to your requests for information, comments, complaints or concerns.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with those obligations under:

- The Companies Act 2006 to maintain a register of our members, which includes name, address, the date admitted to membership and the date on which that membership ceased. The holding of general meetings, including issuing notices and voting arrangements.
 - The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our tutors and volunteers are able to undertake regulated work with vulnerable groups when required.
- The Equality Act 2010, which requires us to process personal information so as to make reasonable adjustments where necessary.

We use aggregated and anonymised reports of personal information for equality monitoring purposes, thereby enabling us to evaluate and promote equality of opportunity in both the work place and training, relating to age and gender.

Other uses of your personal information

We may ask you if we can process your personal information for other purposes. When we do we will provide you with an additional 'privacy notice' explaining how we will use your information for these purposes.

Who we share your personal information with

We may share personal information with professional and legal advisors for the purpose of obtaining advice.

SCF employs third party suppliers to provide services.

These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to process only that personal information under our instructions and to protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purpose and take reasonable steps to ensure third-parties only process the disclosed personal information in accordance with those purposes.

These third-parties include:

- Parseq - process Direct Debit payment instructions securely on our behalf.
- 34SP - provides and maintains our IT servers and email accounts.
- Mailchimp - distributes some of our email communications, including our monthly e-newsletter.
- Ritsons Chartered Accountants – prepare SCF end-of-year- accounts.
- Inksters’ solicitors – provide legal helpline service to members.
- Training Tutors undertaking our Training courses.

How we protect your personal information

Your personal information is stored in our membership and/or training databases, which are password protected. Paper records are stored securely in lockable cabinets.

Your data is accessed by our staff only for the purposes set out above.

How long we keep your personal information

We only keep your personal information for as long as necessary. This is to provide you with our membership services and/or records beyond the lifetime of a given training project, for audit purposes.

We will review and delete your personal information where you have not renewed your SCF membership with us after the auditing period is complete or, for the lifetime of any given training project, whichever is appropriate.

Data retention in relation to finances is required to ensure Gift Aid claims remain valid and that SCF’s financial audit trail is in line with accounting standards.

We keep certain personal information in order to confirm your identity, whilst you were an SCF member and the duration of that membership. We do this to comply with the Companies Act 2006, which requires us to keep a register of our members.

You have the right to:

- Request that we correct your personal data, if you believe it to be inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a “subject access request”.

There is an ‘unsubscribe’ button at the end of all email communications sent to you through Mailchimp.

If you have any questions at all about this privacy notice please call us on 01599 530005 or email us at hq@crofting.org

You can also contact us in writing at:

Scottish Crofting Federation
Unit 26 Kyle Industrial Estate
Kyle
IV40 8AX

If you are dissatisfied with how we deal with your personal information, you have a right to raise a complaint with the Information Commissioner’s Office www.ico.org.uk