

# Old Torry Community Centre

## Old Torry Community Centre Association SCIO

### General Data Protection Regulations (GDPR)

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#### Summary:

We respect the EU's General Data Protection Regulations (GDPR) and this policy explains how we collect and treat any information you give us. You won't find any complicated legal terms or long passages of unreadable text. We've no desire to trick you into agreeing to something you might later regret.

#### Our policy covers

- Why we value your privacy
- How we collect information
- What information we hold
- Where we store your information
- What we use your information for
- Who's responsible for your information at our organisation
- Who has access to information about you
- The steps we take to keep your information private
- How to complain
- Changes to the policy

#### Why we value your privacy

We value your privacy as much as we do our own, so we're committed to keeping your personal and business information safe. We're uncomfortable with the information companies, governments, and other organisations keep on file, so we ask for only the bare minimum from you. We'll never use your personal information for any reason other than why you gave it, and we'll never give anyone access to it unless we're forced to by law.

#### How we collect information

We ask for contact information including your name, email address, and phone number, on our website so that we can reply to your enquiry. We collect your email

address when you contact us. We ask for your contact information when you apply to hire our hall.

#### What information we hold

When you contact us by email or through our website, we collect your name, email address, phone number, and any other information if you've given us. When you buy something from us, we collect your name, email address, phone number, and a delivery address.

If you do business with us, we also collect your business name and bank details and keep records of the invoices we send you and the payments you make. All purchases are processed by Paypal, and we never have access to your credit card information.

#### Where we store your information

When you contact us by email or through our website, we store your your information securely.

#### What we use your information for

We will use your information to send you invoices and reminders.

#### Who's responsible for your information at our organisation

Our trustees are responsible for the security of your information. You can contact us by email at [contactus@oldtorry.org.uk](mailto:contactus@oldtorry.org.uk) or by phone on 01224 894925 if you have any concerns about the information we store.

#### Who has access to information about you

When we store information in our own systems, only the people who need it have access. Our trustees have access to everything you've provided.

#### The steps we take to keep your information private

Where we store your information in third-party services, we restrict access only to people who need it. We store passwords securely, use a different password for each service, and never use the same password twice.

The computers we use are all encrypted and are protected by a password. These computers ask for authentication whenever they're started or after 5 minutes of inactivity. Our mobile devices are also protected.

#### How to complain

We take complaints very seriously. If you've any reason to complain about the ways we handle your privacy, please contact us by email at [contactus@oldtorry.org.uk](mailto:contactus@oldtorry.org.uk) or by phone on 01224 894925. If you're the letter writing type, send your envelope to Old Torry Community Centre Association SCIO, 2 Abbey Place, Torry AB11 9QH.

#### Changes to the policy

If we change the contents of this policy, those changes will become effective the moment we publish them on our website.

Last updated: 10th December 2018