



PRIVACY NOTICES 2018

- 1. General**
- 2. Volunteers**

Adopted by EMMC: 5/11/2018

Adopted by Moray Society Board: 21/11/2018

Review date: not more than 5 years

PRIVACY NOTICE – 1. General

Who are we?

The Moray Society is a company limited by guarantee (Company no. 106529) and a Scottish registered charity (No. SC017546).

The Moray Society is committed to protecting the rights and freedoms of data subjects and safely and securely processing their data in accordance with all of its legal obligations. We hold personal data about our employees, members and volunteers and other individuals for a variety of business purposes. This notice sets out how we seek to protect personal data.

This privacy notice tells you about the information we may collect from you when you work with or receive services from us. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why we use your data and about the rights you have over your data.

You can contact us by:

- Email: curator@elginmuseum.org.uk
- Post: The Moray Society, Elgin Museum, 1 High Street, Elgin. IV30 1EQ
- Telephone: 01343 543675

Any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

We will only ask you for personal information that is appropriate and necessary for us to work with you and to effectively provide services we have agreed with you. The information may include your name, address, telephone number and email address.

Why do we collect this information?

We will use your information to make contact with you about the work we are doing with you. We require this information to provide you with an efficient and effective service and to get in touch with you if we have information that could help you individually or your group or organisation. There are also legal obligations that require us to retain certain information for specified periods.

What do we do with your information?

The Moray Society and Elgin Museum will comply with the principles of data protection enumerated in the EU General Data Protection Regulation. We will make every effort possible in everything we do to comply with these principles. These are:

1. Lawful, fair and transparent – data collection must be fair, for a legal purpose and we must be open and transparent about how the data will be used.
2. Limited for its purpose – data can only be collected for a specific purpose.
3. Data minimisation – any data collected must be necessary and not excessive for its purpose.
4. Accurate – the data we hold must be accurate and kept up to date.
5. Retention – we cannot store data longer than necessary.
6. Integrity and confidentiality – the data we hold must be kept safe and secure.

The data we hold may be kept in a variety of ways. These may include paper files, on data servers and in cloud based client management solutions as well as being stored in our Management Information System. All forms of storage will be legally compliant in terms of security. Your personal data will not be shared with third parties except where you give us permission to do so.

How long do we keep your information for?

We will keep your information for no longer than necessary and this will vary depending on the type of information we hold and will depend on the circumstances of each case. However, this will be determined in a manner consistent with data regulation guidelines. Your personal information will be deleted from our system when no longer relevant.

Your rights over your information.

By law you can ask us what information we hold about you and you can ask us to correct it if it is inaccurate. You can also ask us to give you a copy of the information we hold about you. You also have the right to ask us to delete permanently all the information we hold about you.

To submit a request by email, post or telephone, please use the contact details below:

- Email: curator@elginmuseum.org.uk
- Post: The Moray Society, Elgin Museum, 1 High Street, Elgin. IV30 1EQ
- Telephone: 01343 543675

Your right to complain.

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns

PRIVACY NOTICE – 2. Volunteering

Who are we?

The Moray Society is a company limited by guarantee (Company No. 106529) and a Scottish registered charity (No. SC017546).

The Moray Society is committed to protecting the rights and freedoms of data subjects and safely and securely processing their data in accordance with all of its legal obligations. We hold personal data about our employees, members and volunteers and other individuals for a variety of business purposes. This notice sets out how we seek to protect personal data.

This privacy notice tells you about the information we may collect from you when you register to be an Elgin Museum volunteer. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why we use your data and about the rights you have over your data.

You can contact us by:

- Email: curator@elginmuseum.org.uk
- Post: The Moray Society, Elgin Museum, 1 High Street, Elgin. IV30 1EQ
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Any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

When you register to be a volunteer, we ask you for personal information that is appropriate and necessary for us to work with you and to effectively provide services we have agreed with you. The information may include your name, address, telephone number, email address, date of birth, gender, employment status, disability status and any support needs if applicable.

Why do we collect this information?

We will use your information to make contact with you about our work with you and to match you with relevant volunteer opportunities. The purposes for which personal data may be used include financial, regulatory and organisational purpose. There are also legal obligations that require us to retain certain information for specified periods.

What do we do with your information?

The Moray Society and Elgin Museum will comply with the principles of data protection enumerated in the EU General Data Protection Regulation. We will make every effort possible in everything we do to comply with these principles. These principles are to be:

1. Lawful, fair and transparent – data collection must be fair, for a legal purpose and we must be open and transparent about how the data will be used.
2. Limited for its purpose – data can only be collected for a specific purpose.

3. Data minimisation – any data collected must be necessary and not excessive for its purpose.
4. Accurate – the data we hold must be accurate and kept up to date.
5. Retention – we cannot store data longer than necessary.
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Your rights over your information.

By law you can ask us what information we hold about you and you can ask us to correct it if it is inaccurate. You can also ask us to give you a copy of the information for a period of time if you believe we are not doing so lawfully. You also have the right to ask us to delete permanently all the information we hold about you.

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