



## **PRIVACY NOTICE 22<sup>nd</sup> May 2022**

### **Our Contact Details:**

#### **Moray Firth Coastal Partnership**

Kintail House, Beechwood Business Park, Inverness, IV2 3DW

Tel: 07999 774069

Email: [info@morayfirth-partnership.org](mailto:info@morayfirth-partnership.org)

Website: [www.morayfirth-partnership.org](http://www.morayfirth-partnership.org)

### **The type of personal information we collect**

We currently collect and process the following information;

- Personal identifiers, contact and characteristics (for example; name and contact details)
- Demographic information
- Website user statistics
- Social media engagement statistics

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons;

- You have signed up to one of our online or in person events
- You have signed up to be a member
- You have contacted us via our website or social media
- You have completed a survey we have published

We use the information you have given us in order to provide you with information about our aims and objectives, news on our projects and fundraising initiatives, and to invite you to events.

We may share this information with our funders (e.g., Marine Scotland), event partners (e.g., for attendance statistics or NHS Track and Trace purposes etc).

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely



on for processing this information are:

- **Your consent. You are able to remove your consent at any time. You can do this by contacting Natalie Palmer, Partnership manager at the phone number and email address provided above.**
- **We have a legitimate interest.**

### How we store your personal information

Your information is securely stored. All of our IT equipment is protected by robust anti-virus and security software. We use secure cloud storage (Microsoft OneDrive) and any data kept as a hard copy or on a separate storage device is also stored securely.

We keep all personal information relating to members for 6 years following your withdrawal of membership and will dispose of your information in a secure manner after this time.

We will retain non-identifiable demographic information, website statistics and social media interactions indefinitely as it provides us with useful engagement information to enable us to meet our ongoing objectives.

### Your Data Protection Rights

Under data protection law, you have rights including;

- **Your right of access** – You have the right to ask us for copies of your personal information.
- **Your right to rectification** – You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restrict processing** – You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** – You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.



## Moray Firth Coastal Partnership

### Privacy Notice

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us as above if you wish to make a request.

#### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the above address, email and phone number.

You can also complaint to the ICO if you are unhappy with how we have used your data.

#### The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Helpline number:** 0303 123 1113

**ICO website:** <https://www.ico.org.uk>