

SCHT GDPR Privacy Policy

1.00 Policy

At Stirling City Heritage Trust we are committed to protecting and respecting your privacy. This Privacy Policy sets out how Stirling City Heritage Trust uses and protects any personal information you provide to us. When you provide any information to us by which you can be identified, then you can be assured that it will only be used in accordance with this Privacy Policy.

This Policy is effective from April 2023. Our Privacy Policy will be reviewed regularly and may be updated from time to time. It can be viewed on our website.

This policy applies to:

- Visitors to our website
- Traditional Buildings Health Check Members
- Event attendees
- Grant applicants
- General Enquiries
- Donations

In order to fulfil its obligations under the legislation, SCHAT is committed to complying with the six data protection principles.

These shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that Personal Data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

e) kept in a form which permits identification of Data Subjects for no longer than is necessary for the purposes for which the Personal Data are processed; Personal Data may be stored for longer periods insofar as the Personal Data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the legislation in order to safeguard the rights and freedoms of individuals; and

f) processed in a manner that ensures appropriate security of the Personal Data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

To comply with the DPA principles, SCHAT is committed to following the policy statements and related business practice, procedures, processes and systems.

2.00 Visitors to our Websites

We use Google Analytics (a service offered to websites all around the web by Google) to count visitors to our website. Google Analytics can also tell us things such as which pages are looked at the most and how long people stay on those pages, so that we can make sure our website is performing well and giving visitors the information, they need.

The best up-to-date source of information about the cookies Google Analytics uses is on [Google's website](#).

Google Analytics does not identify users of our website, any personal data collected via our website is collected through web forms, the collection of data and intended use of data is explained on each form.

3.00 Traditional Buildings Health Check Members

We collect information about you in order to manage your membership and you will receive communications from us about activities, events and promotions. We use a third-party provider, JotForm, to manage Membership applications via our website. For more information, please see JotForms privacy notice.

As part of the TBHC Membership you agree and accept that we shall use the personal information you give us when you register:

- to send you communications concerning your members, including renewal letters, receipts, invoices and inspection reports.

- to provide you with regular updates on TBHC activities, including events, news, offers and advice.
- to alert you to changes to our services;
- to contact you via surveys to conduct research about your opinions of current services or of potential new services that may be offered;

You are able to opt-out of marketing communications at any time by contacting info@traditionalbuildingshealthcheck.org

We use a third-party provider, Square, to process online membership payments. The information that you provide on the online payment system will be used solely for this purpose. For more information, please see Square privacy notice.

4.00 Event Attendees

When you book attendance to one of our events, your name, email and contact number will be stored securely. By submitting registration details, attendees agree to allow Stirling City Heritage Trust and partners associated with the event to contact you as required for the organisation and administration of the event:

- to send you updates on event details;
- to confirm your attendance;
- to ask you for feedback.

5.00 Grant Enquiries and Project Participants

We collect your personal information from you when you make grant enquiries or applications. Any personal information that is provided in the application, is used for the purpose of assessing the grant application and the ongoing administration and management and reporting of projects. This may include sharing data with our funders including Historic Environment Scotland and Stirling Council. Please refer to your grant contract for further information.

We use a third-party provider, JotForm, for surveys. For more information, please see JotForms privacy notice.

6.00 General Enquiries Section

We collect your personal information from you when you reach out to us via email. Any information we gather or provided will not be provided to any third party for marketing purposes.

7.00 Donations

We collect information about you in order to process your donation. We use a third-party provider, Square, to process online donations. The information that you provide on the online payment system will be used solely for this purpose. For more information, please see Square privacy notice.

8.00 Data Reporting Including Images and Security

We use the data gathered to generate aggregated, anonymised data and images for the purposes of research, reporting, insight and analysis, enabling us to improve the products and services we offer and report to our funders. Stirling City Heritage Trust is supported by Historic Environment Scotland and Stirling Council and we may share anonymised aggregated personal information with them and other funders.

We have taken steps to ensure that your data/images are treated securely and in accordance with this Privacy Notice. We will not share any of the information you provide for any purpose with any third parties for marketing purposes.

9.00 Cookies

To offer you, the user, the best online experience, we need to use selected cookies. These ensure we can offer you a more superior and personalised service without compromising your browsing experience. We use Cookies to help us understand our visitors and the content they are viewing. Our site does not store any information that would, on its own, allow us to identify individual users without their permission. Any cookies that may be used by our site are used either solely on a per session basis or to maintain user preferences.

10.00 How Long Do We Keep Your Information?

We will not retain any of the information you provide for any purpose for any longer than is necessary to fulfil our services and regulatory duties.

11.00 Accessing your Information

Your personal data is protected by the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR). These provide you with rights on how your data is processed.

You have the right to request a copy of the information that we hold about you. You are entitled to view, amend, or delete the personal information that we hold. Email your request to manager@scht.org.uk or post to [Cameron House, Forthside Way, Stirling, FK8 1QZ](#).

The accuracy of the information we process is important to us and you can request that we make corrections to the information we hold about you at any time either by email or post using the contact details above.

12.00 Changes to this Privacy Policy

We keep our Privacy Policy under regular review. This Privacy Policy was last updated April 2023.

13.00 Further Information

Please contact us if you have any questions or concerns about our privacy notice or any information that we hold about you:

- By email at manager@scht.org.uk
- Or write to us at Stirling City Heritage Trust, Ground Floor, Cameron House, Forthside Way, Stirling FK8 1QZ

If you are still unhappy with the way that we have dealt with your personal data then you can contact the Information Commissioner. Contact details are available at www.ico.org.uk/concerns