



WATIF PRIVACY NOTICE

What personal data is collected and processed?

WATIF collects and processes personal data that you provide when you:

- make enquiries about the WATIF organisation or any of its projects, events and services
- register or apply for a service or grant delivered or administered by us
- seek to and become a member of WATIF
- consent to be added to our e-mailing list
- respond to an invitation to be a stakeholder in an event or project
- participate in a community public consultation

This personal data includes your name, postal address, and email address. We may also, where needed, collect your telephone number(s), the name of an emergency contact, photo ID, and relevant health data or information regarding special needs in respect of a disability. For inclusion on our mailing list we only process your name and email address. We may for certain services or projects, also collect anonymised equal opportunities monitoring data (race, gender, sexual orientation etc.)

How will your data be used?

We will use your personal data for one or more of the following lawful purposes:

1. With your consent, to
 - join our e-mailing list,
 - become a member of WATIF,
 - register or apply for, or seek support from a service we provide
 - participate in a community public consultation
 - become a stakeholder
 - take your photograph to help promote our services

This consent may be withdrawn at any time by contacting us (see below).

2. In accordance with Scottish charity law, meeting our legal obligation to pursue our charitable purpose and provide a public benefit; and to manage our affairs lawfully, including keeping a register of members.



3. Provided it does not override your own privacy rights, we may also use your data to fulfil our legitimate interest of running our services and projects (including our website, accounts and records), fundraising and promoting the interests of WATIF, applying for and administering grants, and assessing the needs and ambitions of our local community.

Sharing your data with other organisations

Accept in the following limited circumstances, your personal data will remain confidential:

We use *Mailchimp* to process our e-mailing list and *Survey Monkey* to process community public consultations. WATIF has contracts or agreements with these third parties who, although based outside of the UK, operate to standards of privacy that is compatible with UK data protection law. For further information, please refer to their own privacy notices on their respective websites.

If you apply for a grant or seek help in obtaining funding, we may share your personal data with the funding body concerned.

Where we receive a reasonable request from a WATIF member, we have a legal obligation to share the names of other WATIF members with that member.

Storing and Protecting Your Data

Personal data is stored via SharePoint, a cloud-based system for which access is strictly controlled by our IT company to staff and three trustees, using two-factor verification. Any paper forms and documents containing personal data are either shredded once the information has been transferred to SharePoint, or they are stored in a secure filing cabinet in the WATIF office. Your data is stored for no longer than is needed in accordance with the schedule below.

Your rights, complaints and further information

Under the *UK General Data Protection Regulations* and the *Data Protection Act 2018*, you have a number of data rights including a right to information, to access, to be forgotten, to have errors rectified, to restrict and to object to data processing. Information and advice on enforcing these rights is available from the Information Commissioner's Office Helpline: 0303 123 1113.

If you have a data access request, or wish to raise any of your other privacy rights; or if you have a complaint about your data privacy, please put your request, enquiry or complaint in writing to us using the contact information below.



Contact us

To request access to your personal data, to withdraw previously given consent, to make an enquiry or to raise a complaint:

Contact: Pat Mavor (Chief Officer and Data Protection Officer) by email pat@watif.scot or by post at:

WATIF, Loanhead Farm, West Calder, EH55 8LN

Data Retention Schedule

Data Purpose	Retention period
WATIF members	For duration of membership
Mailing list	Until consent is withdrawn
Community consultations	Five years (length of a community action plan)
Service users (18+)	Until project ends and any feedback is extracted
Service users (under 18s)	Until scheme/project closes
Grant application	6 years plus one financial year
Youth Forum	For duration of membership
Stakeholder information	For duration of the relationship with WATIF