



Stair Community Centre

Privacy Notice

Stair Community Association is the charitable incorporated organisation which owns and manages Stair Community Centre. Our full address is Stair Community Association c/o Kinmount, Stair, MAUCHLINE KA5 5JE and our charity number is: SC023898.

We act as data controller when we collect personal data from our members and other stakeholders.

We only collect this data in the legitimate interests of carrying out our work.

How we collect data

Stair Community Association collects personal data through:

- Booking forms
- Contact/Enquiry forms
- Gift Aid Declaration forms
- Membership applications

We will ensure that all personal information supplied is held in accordance with EU General Data Protection Regulation and UK Data Protection legislation.

Why we collect data

We only collect this data to carry out administration of the Centre and the charity

Processing and consent

We will not use this personal data for other purposes without asking your permission. We will not keep this information for longer than necessary. We will not use third parties to process your data.

We will never sell your data to third parties.

Data location and security

Personal data is collected and stored securely subject to appropriate security measures and is protected against misuse.

Your personal data is held in electronic and paper form as appropriate. Electronic data is held on committee members computers and in some circumstances, on servers owned by third party contractors. We ensure that any third-party contractors we use comply with the UK Data Protection legislation and EU General Data Protection Regulation. Data in paper form is held securely and destroyed securely.

Cookies

Cookies are text files stored on your computer, and accessible only to the websites which create them.

Our website may from time to time use cookies and log files:

- for statistical analysis
- to understand user behaviour
- to administer the site

Any information gathered by our use of cookies is compiled on an aggregate, anonymous basis.

Most web browsers automatically accept cookies. You may delete or disable cookies by following the instructions at <http://www.allaboutcookies.org/manage-cookies/>. Please note that you may not be able to take full advantage of a website if you disable cookies. Our website uses cookies to keep you logged in, so disabling cookies may impair your experience of the service.

Further information about cookies can be found on the Interactive Advertising Bureau's website www.allaboutcookies.org.

Social media

If you share our content through social media, for example by liking us on Facebook, those social networks will record that you have done so. They may set a cookie for this purpose.

As is the case for all cookies, we cannot access those set by social networks. Social networks cannot access cookies we set ourselves.

Log files

Our systems automatically gather some anonymous information about visitors, including IP addresses, browser type, language, and the times and dates of webpage visits. The data collected does not include personally identifiable information. It is used, as described above, for statistical analysis, to understand user behaviour, and to administer the site.

External links

The Stair Community Centre website contains links to websites operated by third parties under different privacy policies. Should you choose one of those links, you will be leaving the Stair Community Centre site and this privacy notice will no longer apply.

Changes to this notice

We will review and update this notice in line with best practice and changes in legislation. We will always have an up-to-date version of the notice on this page or clearly signpost its location on the site under 'Privacy'.

Your rights over your data

Please contact us if

- you have any queries
- wish to make a subject access request to view your personal data held by us
- wish to withdraw permission for use of your data or to update the data we hold for you

staircommunitycentre@gmail.com

01290 553385

Last updated on 31/10/2018

Stair Community Association

a Scottish Charitable Incorporated Organisation, SCIO Scottish Charity Number SC023898

www.staircommunitycentre.co.uk