

DATA PRIVACY NOTICE

TRACS (Traditional Arts and Culture Scotland)

This website (www.tracscotland.org) and any other pages owned or controlled by us, is operated by Traditional Arts and Culture Scotland (registered charity SC043009).

TRACS is a Scottish Charitable Incorporated Organisation, with three constituting members: The Traditional Music Forum, The Traditional Dance Forum of Scotland, and the Scottish Storytelling Forum.

All references to "we", "us", "our", etc. within this policy refer to TRACS. All references to "TRACS" incorporates the traditional forums of Music, Storytelling and Dance.

Our main place of business is: Scottish Storytelling Centre, 43-45 High Street, Edinburgh, EH1 1SR. The main telephone number for our office is 0131 556 9579. Our main business email address is info@tracscotland.org

This Privacy Policy explains our data processing practices regarding this website and other activities. The Board of TRACS is the data controller (contact details below) who decides how your personal data is processed and for what purposes.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. How do we process your personal data?

The Board of TRACS complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure, and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a cultural and educational service for the benefit of the public in Scotland as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services associated with TRACS at the Scottish Storytelling Centre, and other locations;
- To share your contact details with the Scottish Storytelling Centre so they can keep you informed about events, activities and services in which you may be interested.

3. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective contract or agreement;
- Processing is necessary for accounting records

4. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with TRACS, the TRACS Forums, or the Scottish Storytelling Centre for reasons to which you have given your assent. We will not share, give, trade, sell or otherwise transfer your personal information to any third party except with your express permission, or:

- Where we have a legal obligation to do so
- If TRACS, or substantially all its assets, is acquired by a third party. In these circumstances personal data held by us may be one of the assets transferred.
- To protect the rights, property or safety of us, our staff members or others

We may provide selected 3rd parties with aggregated statistics relating to website and email usage and patterns, but these statistics will include no personally identifying information.

5. Cookies

www.tracscotland.org uses cookies to find out more about our audience and improve our service. Cookies are placed in the browser file of your computer in order that we can:

- monitor the number of visitors accessing our site and how they make use of it
- monitor sources and types of traffic to evaluate effectiveness of our promotions
- monitor actions taken by our site visitors (e.g. clicking a link)

This data is aggregated anonymously using Google Analytics and cannot be used to personally identify any user. The delivery of cookies will enable us to ensure you are receiving the best service while accessing our website. You can delete the cookies from your computer or mobile device, which will affect your experience while on our website.

To find out how to allow, block, delete and manage cookies on all standard web browsers, go to www.aboutcookies.org and select the browser and version you are using. For further information about how to delete cookies from your computer, see preferences in your control panel.

6. How long do we keep your personal data?

We keep data for up to six years after the calendar year to which they relate, in the case of legal or accounting records, but we will undertake bi-annual updates of personal data held for publicity purposes.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which TRACS holds about you;
- The right to request that TRACS corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for TRACS Board to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability, where applicable);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where processing is based on legitimate interests or the performance of a task in the public interest/exercise of official authority; or direct marketing and processing for the purposes of scientific/historical research and statistics);
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing, setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights or queries of complaints, please in the first instance contact:

TRACS Board Secretary

Scottish Storytelling Centre, 43-45 High Street, Edinburgh, EH1 1SR

donald@tracscotland.org

Last Updated May 2018

