

## **PRIVACY NOTICE**

This page sets out the details of An Iodhlann's privacy notice in relation to information collected about you.

### **Who we are**

An Iodhlann – Tiree's Historical Centre  
(Co-roinn Ghaidhlig Thiriodh 's Cholla / Tiree & Coll Partnership)  
Scarinish  
Isle of Tiree  
Argyll PA77 6UE  
Scotland

We are registered as a Scottish Charity, and our registration number is: SC022642

Any electronic communications will be made in accordance with the General Data Protection Regulations 2018.

### **What information do we collect about you?**

We collect the personal data that you volunteer as part of Membership forms, newsletter sign-ups, donations forms, Gift Aid forms, purchases, correspondence and archive Entry forms.

Personal information we collect may include:

- your name and title
- postal address, email address and phone number
- contact preferences
- Membership status
- Gift Aid status
- correspondence sent to you, or received from you
- any other information provided by yourself at the request of An Iodhlann

When we ask you to provide your personal information we will let you know why we are asking and how we will use your data, by directing you towards this notice.

### **What we do with your information**

Depending on your relationship with An Iodhlann, and the preferences you have indicated, data we hold may be used by us for the following purposes:

- Send you promotional or fundraising information by post or electronic means. These types of communications can include:
  - Our newsletter to members
  - News and updates about An Iodhlann
  - Other relevant communications based upon your relationship with An Iodhlann
- Data cleansing, to check if we have accurate contact details for you.

You can opt out of any/all of our communications at any point simply by contacting [aniodhlann@tireebroadband.com](mailto:aniodhlann@tireebroadband.com)

There are some Membership and donation communications that we are required to send regardless of your contact preferences. These are essential communications, deemed necessary to fulfil our contractual obligations to you. This would include thank you letters, Member benefits, renewal reminders, Gift Aid confirmation letters and querying returned mail.

### **How we update, screen and analyse your information**

We continuously review records of supporters to ensure your data is as accurate as possible. We may consult alternative sources in order undertake these checks, such as:

- Royal Mail National Change of Address database (NCOA)
- BT Operator Services Information System (OSIS)
- BT telephone book

### **Who we might share your information with**

We do not disclose personal data to any third parties or external organisations. Your data will never be sold or passed to any third party for any other purpose.

### **How we keep your information secure**

We have implemented security procedures, rules and technical measures to protect the personal data that we have under our control from:

- unauthorised access
- improper use or disclosure
- unauthorised modification

All our employees and volunteers are obliged to respect the confidentiality of our visitors' and supporters' personal data, and to ensure that data is kept securely.

### **How can I access the information about me, and correction of information?**

You can ask us if we are keeping any personal data about you and you can also request to receive a copy of that personal data – this is called a Subject Access Request.

To make a Subject Access Request you will need to provide adequate proof of identity such as a copy of your passport, birth certificate or driving licence before your request can be processed. There may also be a fee of up to £10 depending on the volume of work required.

Please try to be as clear as possible about the information you are seeking.

Once we have received your Subject Access Request, the agreed fee and proof of identity, you will receive a response from us within 40 days and you will be able to get copies of any information we hold on you. However, exemptions to disclosure may apply in some circumstances.

Subject Access Requests should be sent to:

Data Protection Officer  
An Iodhlann – Tiree's Historical Centre  
(Co-roinn Ghaidhlig Thiriodh 's Cholla / Tiree & Coll Partnership)  
Scarinish  
Isle of Tiree

Argyll PA77 6UE  
Scotland

Email: [aniodhlann@tireebroadband.com](mailto:aniodhlann@tireebroadband.com)

At any time you may request that we delete or correct your personal information. If you wish to correct any information on you held by An Iodhlann, simply contact [aniodhlann@tireebroadband.com](mailto:aniodhlann@tireebroadband.com) .

### **Cookies**

In order to make An Iodhlann's website easier to use and improve our service, we sometimes place small amounts of information on your computer. These are known as cookies and they are used by most major websites.

### **Other websites**

Pages on An Iodhlann's website include links to other relevant websites. This privacy notice does not apply to those websites.

### **Changes to our privacy notice**

We regularly review our privacy notice and may make changes time to time. Any changes made will be posted to this page and will apply from the time we post them. This privacy notice was last changed on 21 May 2018.

### **How to contact us**

If you have any comments on our privacy notice, or information we hold about you please contact us:

- by email to [aniodhlann@tireebroadband.com](mailto:aniodhlann@tireebroadband.com)
- or write to us at An Iodhlann – Tiree's Historical Centre, Scarinish, Isle of Tiree, Argyll PA77 6UE, Scotland