



Privacy Policy.

Your rights relating to how your personal data is used changed in May 2018, with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. This Privacy policy explains how and why The GRAB Trust processes your personal data under these laws.

What we need

The GRAB Trust is the 'Controller' of the 'subject Data' (personal information) that you provide to us as an 'employee/volunteer', or as a 'member' (includes our service users). Our 'data processor' is Argyll & Bute Council, who carry out payroll and IT services.

When you become an employee or volunteer of The GRAB Trust we will ask for the following personal information:

- Contact Details – name, address, phone number, email address, bank details, NI number, Date of Birth and next of kin details.
- Equality information – for example disability, ethnicity, gender, religious beliefs and sexual orientation.

When you register as a 'member' of The GRAB Trust we will ask for the following personal information:

- Contact details – Name, address, phone number, and email address.

Why we need your personal information – Contractual purposes

We need to collect our employee's personal information so that we can manage the contractual arrangements for their employment. This includes for, payroll, travel and subsistence, timesheets, health & safety and Disclosure Registration (please see Secure Handling Policy)

We need to collect member's personal information so we can send you membership communications by post or emails in relation to core membership services, e.g. newsletters and updates on workshops and available activities in relation to beaches and marine litter.

Participants' personal data:

When you are applying for a Litter Grant or are a service user we need to collect a small amount of personal details, example, name, phone number and email address. Without this information we are unable to process your application.

Why we need your personal information – legitimate purposes

- 1) Employees' personal data
- 2) Members' personal data

Is collected to deliver the service of the Company and is only collected if and when required to ensure delivery is covered

Why we need your personal information – Legal obligations

We are under a legal obligation to process certain personal information relating to our employees and members for the purposes of complying with our obligations under GDPR 2018 and The Protection of Vulnerable Groups (Scotland) Act 2007 (or disclosures)

How we protect your personal Information

Our Employee's personal information is stored on our electronic filing system and only accessed on UK based servers. This is only accessed by the Manager and the Administrator.

This information is kept only on an encrypted computers, Managed by Argyll and Bute Council.

We will not transfer your information out with the EU.

How long we keep your personal information

Option 1 – employees' personal data

We will keep our employees' personal information for a period of 6 years. We need to do this in the event of a claim against The GRAB Trust.

Option 2 – Members' personal information

We will only keep your personal information for as long as is necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where contact has not been made within the last 6 years.

Your rights

You can exercise any of the following rights by writing or emailing us at The GRAB Trust, Kilmory, Lochgilphead, PA31 8RT or info@grab.org.uk

Your rights in relation to your personal information:

- You have the right to request access to the personal information that we hold about you by making a 'subject access request'.
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- You have the right to request that we restrict the processing of your personal information for specific purposes; and
- If you wish us to delete your personal information, you may request that we do so.

Any requests received will be considered under applicable data legislation. If you remain dissatisfied you have a right to raise a complaint with the Information Commissioners Office at www.ico.org.uk