



GLASGOW BUILDING PRESERVATION TRUST PRIVACY NOTICE

Introduction

This Privacy Notice explains the types of personal data that we at the Glasgow Building Preservation Trust (GBPT) collect, how it is that we'll handle it, how we'll store it and how we'll keep it safe. This notice will also tell you about *your rights* when it comes to *your* personal data. We really hope the this notice will address any concerns and answer any questions that you may have about your personal data and what happens with it, but if not, please do not hesitate to get in touch with us.

Who we are

We are a Scottish Charitable Trust (charity number SC01544) and deliver high quality, sustainable conservation projects within the greater Glasgow area. We also deliver the annual Glasgow Open Doors Festival. You can contact us in the following ways: By post: Glasgow Building Preservation Trust, Room 16, Wellpark Enterprise Centre, 120 Sydney Street, Glasgow, G31 1JF By phone: 0141 554 4411 By email: info@gbpt.org

What personal data GBPT process?

We collect, store and use names and contact information about:

- our employees and prospective employees;
- our members;
- our board members;
- tender candidates;
- our clients and their employees;
- employees of our suppliers;
- corporate subscribers;
- event attendees;
- sponsors;
- volunteers; and
- funders

Why does GBPT process this personal data?

We use the contact details of individuals to allow us to be able to contact them either about the work we are doing for them, the work that they are doing for us, the services we provide or the events that we are running. We sometimes use information to carry out of external research on individuals or organisations such as trustees of a charitable foundation in order to be able to identify those trusts whose objects and policies match the need for which the grant is required. We will also make contact with trusts and their employees to discuss potential applications for funding. We have a legitimate interest to process the above information in order to keep doing business. This data will generally be corporate contact details. We will also use this data to send out information to keep you informed about any updates, opportunities or marketing specific to Glasgow Doors Open Doors Festival that we think you might be interest in given your past interaction with GBPT. If you do not wish to receive information from us, then you can choose the unsubscribe link which is contained in the footer of every email that we send to you, or you can let us know using the contact details above.

Who GBPT shares your personal data with

We will only share your personal data as and when it is necessary to provide you with the services that you receive from us or for services that you provide to us. We are required to provide certain information to specific bodies for example HMRC in relation to Gift Aid, or to our trusted distributors and couriers when they send you our publications. Please rest assured that we will only ever share information with third parties that we know and trust and where we have the appropriate contractual arrangements in place to safeguard your personal data.

How long does GBPT keep your data?

We will only hold on to your data for as long as it is necessary or for as long as we are required to do so, after which we have policies and procedures in place to ensure that it is securely destroyed. We have a data retention schedule in place which we can make available to you upon request.

How does GBPT protect your data?

We know how much your personal data means to you and we will treat your personal data with the utmost care and respect at all times. We have taken all possible steps to maintain effective security for all of our systems to ensure that your personal data remains as safe as it can be. Access to our systems are password protected, are certified to 256-bit encryption and this includes when accessing our systems remotely. We regularly monitor all of our system for possible vulnerabilities and attacks, and take appropriate steps to further strengthen security when necessary. Any physical data that we have is are kept in securely locked cabinets and are only accessed by those who have a legitimate reason for accessing it. Our staff have and

volunteers have all been trained and will take all necessary steps to avoid anything bad happening to your personal data.

Your Rights

You have a number of rights in relation to your personal data and can make a request to GBPT at any time to us in order to exercise these rights. We will not charge you for this, unless we feel that your requests are manifestly excessive in which case we may charge what we feel is reasonable to do so. Your rights are listed in brief below

- The right to access information about the personal data GBPT is processing and to obtain a copy of it;
- The right to require GBPT to change incorrect or incomplete data;
- The right to require GBPT to erase or stop processing your data; and
- The right to object to the processing of your data where GBPT is relying on its legitimate interests as the legal ground for processing;

If you would like to exercise any of your rights, or if you have any concerns about how GBPT is processing your personal data, then please contact us on the contact details above and we will do our best to address and resolve your concerns. If you still believe that GBPT has not complied with your rights, you can complain to the Information Commissioner. Contact details are available at <https://www.ico.org.uk/> This Privacy Notice was last updated on May 25th 2018. We will need to update this Privacy Notice from time to time. We will notify you of any significant changes, and of course we will never do anything new with your personal data without checking with you first.