

Privacy Notice Bulletin Recipients

8 May 2018

This privacy notice tells you about the information we collect from you when you **subscribe to receive information from us**.

In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

We are Volunteer Development East Lothian (also known as STRiVE) and we are a registered Scottish charity, No. SC029045 and a Company Limited by Guarantee No. 230099.

You can contact us:

STRiVE
56 High Street
Tranent
East Lothian
EH33 1HH
Phone: 01875 615423
Email: info@strive.me.uk

Any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

When you subscribe to receive Bulletins from us, we ask you for your name, email, organisation, postcode and your preferences (opt-in) to receive Bulletins.

Why do we collect this information?

We require this information to help us to assign you to the appropriate lists to receive only those e-mailed communications to which you've opted-in. Consent is the legal basis for our processing of your information.

What do we do with your information?

Your information is stored in our CRM database and our Email Management System.

We do not share your data with any third parties.

How long do we keep your information for?

We will keep your information for as long as necessary unless you are deemed to be inactive for 2 years or more. Your personal information will then be deleted.

Your rights over your information

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can opt out at any time. You can ask us to stop direct marketing or any processing of your data that causes harm or distress.

To request the information we hold on you or to exercise any of your rights detailed above please submit a written request to our Data Controller info@strive.me.uk

Your right to complain

If you have a complaint about our use of your information, contact the Data Controller at info@strive.me.uk. You can also contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns