Privacy Policy (external)

At the Scottish Community Heritage Alliance (SCHA), we take your privacy seriously. We want to make sure that you understand what data we collect about you, how we use it, and where we store it, when you engage with SCHA and the services we provide.

WHAT WE COLLECT

When you become a member of SCHA and engage with our services, we collect the personal information that you provide to us, for example your name, email address, phone number, address and organisation name, along with any other information that you choose to share with us in connection with your membership.

When you register an event, sign up to our mailing list, apply for an opportunity, or submit an enquiry to SCHA, either via our website or via a third-party provider, we collect the personal information that you provide to us in the online form. This may include your name, email address, phone number, address, and organisation name.

When you visit our website, we collect information via cookies and other similar technologies which may include saving cookies to users' computers. We collect certain information related to your device such as your device's IP address, referring website, what pages your device visited, and the time that your device visited our website.

Our website makes use of Cookies for the purposes of tracking and managing traffic to the site.

HOW WE USE INFORMATION

We use the information we collect in a number of ways, including:

- to keep you informed of our relevant services, as well as opportunities and events taking place across the SCHA network.
- to respond to enquiries
- to monitor engagement and interactions with our services
- for any other purposes about which we notify members and users.

The information we collect from our website via cookies is used to:

- analyse visitors use of our website
- help inform the development of our services
- improve our website and make sure the content is relevant and the usability is effective.

Newsletters & Promotional Emails

We may use Mailchimp, or another third-party provider, to send our members newsletters, occasional promotional e-flyers, What's On guides etc to subscribers of our newsletter mailing list.

We will provide a link to the privacy policy of any provider we use.

Event Registration

We use Eventbrite, a third-party provider, to manage our events. You can view their privacy policy here: https://www.eventbrite.com/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_US

Membership Sign Up, Application Forms

We may use third party providers, to create and collect form submissions for new members, job applications, and other opportunities that require an application form to be completed.

Storage

We store personal data and monitor your engagement and interactions with our services

For any additional information please contact us.

HOW WE SHARE INFORMATION
We do not sell your Personal Information to anyone under any circumstances.

Should any circumstance arise where it would be considered a possible advantage to pass on your information (for example to another member), we will contact you for permission. We will always make sure that you are aware at the time of providing your personal information, if this is the case.

HOW TO CHANGE YOUR PREFERENCES

You can opt-out of receiving newsletters and promotional communications from us at any time by clicking on the Unsubscribe or by contacting us directly.

If you are a member of SCHA, or are engaged with any of our services, we may continue to contact you with non-promotional communications related to your membership and/or the services we provided you.

If you have any questions or concerns regarding our privacy policies, please send a detailed email to [insert address]

HOW WE OBSERVE GENERAL DATA PROTECTION REGULATIONS (GDPR)

Trustee [Who?], is the SCHA board member with responsibility to monitor General Data Protection Regulations:

- Keeping the board updated about GDPR; responsibilities, risks and issues
- Reviewing all data protection procedures and policies on a regular basis
- Arranging data protection training and advice for all staff members
- Answering questions on data protection from staff, board members and other stakeholders

- Responding to individuals such as clients and employees who wish to know which data is being held on them
- Checking and approving with third parties that handle SCHA data; any contracts or agreement regarding data processing
- Working with staff to ensure that all systems, services, software, equipment and third-party services meet acceptable security standards to process and store data.

HOW TO MAKE A COMPLAINT

If you want to make a complaint about the way we have handled your personal information, you can contact the Information Commissioner's Office which oversees data protection law – www.ico.org.uk/concerns.

Policy Agreed	2nd April 2021
Review Date	July 2022