

SSPDT Data Protection Policy

Date Produced:	8 th April 2025
Review Date:	April 2027
Responsible Person:	Lindsay MacKenzie, Chief Executive Office

1. Purpose

This policy outlines how SSPDT collects, uses, stores, and protects personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

SSPDT is a registered charity (SC037980) that aims to advance the arts, heritage, culture and community development by encouraging young people in Scotland to take up the chanter, pipes and drums; and by supporting the development of school pipe bands. In doing so, we support young people to broaden their education, in particular their musical and social skills.

Our contact details are:

Address: Room 1, 1/2 Thistle St, Edinburgh EH2 1DD
Email: info@sspdt.org.uk

3. Our Commitment

We are committed to:

- Respecting the privacy of individuals
- Collecting and processing personal data fairly and lawfully
- Keeping data secure and up to date
- Only holding data for as long as necessary

4. What Data We Collect

We may collect and process the following types of personal data:

- Names, addresses, phone numbers, and email addresses
- Donation and Gift Aid information

- Volunteer or staff records
- Information provided through forms, websites, or events

We do NOT collect unnecessary data or store it longer than needed.

5. Lawful Basis for Processing

We collect and use personal data under the following lawful bases:

- Consent – e.g., subscribing to a newsletter
- Legitimate interest – e.g., volunteer coordination or donor management
- Legal obligation – e.g., HMRC requirements for Gift Aid

6. How We Use Personal Data

We use data to:

- Manage volunteers, supporters, and donations
- Communicate with individuals
- Comply with legal obligations
- Improve our services and activities

We do NOT sell or share personal data with third parties for marketing.

7. Data Security

We take appropriate technical and organisational steps to protect data, including:

- Secure passwords and devices
- Limiting access to personal data
- Regular backups and antivirus software

8. Data Retention

We only keep data for as long as necessary. Examples:

- Donor information: 6 years (for financial compliance)
- Volunteer data: For the duration of involvement + 1 year
- Mailing lists: Until consent is withdrawn

9. Your Rights

Individuals have the right to:

- Access their data
- Correct inaccurate data
- Request deletion (where appropriate)
- Object to certain processing
- Withdraw consent at any time

To exercise these rights, contact: [Insert Contact Email]

10. Data Breaches

Any data breaches will be logged and, where required, reported to the Information Commissioner's Office (ICO) within 72 hours.

11. Review and Updates

This policy will be reviewed annually and updated as needed.

12. Contact

If you have any questions or concerns about data protection, please contact: Lindsay MacKenzie

Email: ceo@sspdt.org.uk

Phone: 0131 510 8384