

East Neuk Lighthouse

Scottish Charity Number SC039466



DATA PRIVACY NOTICE

East Neuk Lighthouse is committed to complying with the General Data Protection Regulation (GDPR). We want you to be confident that your personal data is kept safely and securely and to understand how we use it.

- **Responsibility for managing your information**

East Neuk Lighthouse is the 'data controller' for the purposes of GDPR. This means that we are responsible for, and control the processing of, your personal information.

- **How we collect and use the information you provide**

The personal data that we hold is collected through consent for the following purposes:

- To inform supporters of our news, events and activities.
- To gain parental consent and emergency contacts for events and activities.
- To help evaluate our events and activities.
- To maintain our volunteer records.
- To maintain our accounts and records, including processing of Gift Aid donations.

We do not share your personal information with any third parties.

- **How long your information is kept for**

We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements or insurance guidelines.

We store contact information to keep supporters informed about news, events and activities until advised otherwise.

If you no longer wish to be contacted by East Neuk Lighthouse about news, events or activities please use the contact details below to let us know.

Where your information is no longer required, we ensure it is disposed of in a secure manner.

East Neuk Lighthouse

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