



## Privacy Policy

**Strathmore Community Rugby Trust (SCRT)** is committed to protecting the privacy of the individuals we encounter in conducting our activities.

### What personal information do we collect and hold?

The personal information we collect and holds depends on our relationship with you. It will often include information relating to:

- Contact details
- Emergency contact details
- Medical condition and health status
- Photographs and video recordings
- Marketing preferences
- Which school you attend

### How do we use your personal information?

We use Personal Information for different purposes depending on our relationship with you. The main purposes are to:

- Communicate with you
- Obtain feedback
- Advertise our services and events
- Provide services
- Share results of events or activities

Strathmore Community Rugby Trust | Inchmacoble Park | Forfar | Angus | DD8 1RL | Email: [info@strathmoretrust.co.uk](mailto:info@strathmoretrust.co.uk) | website: [www.strathmoretrust.co.uk](http://www.strathmoretrust.co.uk) | Charity No SC47475





### Who is Personal Information shared with?

We will not share your information with third parties for marketing purposes. We are committed to protecting your data and therefore it will never be disclosed or sold to external organisations other than those acting as agents and data processors carrying out work on our behalf. Where we enter into a relationship with an external party, any such arrangements will be subject to a formal agreement between SCRT and that organisation to protect the security of your data. They only act under our instructions and we maintain full responsibility for your data.

Third Parties SCRT work with:

- Data processors (for example Microsoft 365, UpShot and other third party platforms) which are compliant with GDPR.
- When you are using our secure online donation pages, your donation is processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.
- Suppliers, outside caterers (for dietary requirements) venues etc.
- Our delivery partners within the UK to enable us to deliver our programmes effectively.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory regulations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children. We may also share personal information with our professional and legal advisors for the purposes of taking advice

We receive funding many organisations to support the delivery of our programmes. We must provide information to these funding partners to demonstrate we have achieved the agreed targets. Generally, information is provided in an anonymised format.

### How do we keep Personal Information secure?

Information security is very important to us. We put in place technical and physical security measures to keep personal information safe and secure. If despite our efforts, you believe that Personal Information is no longer secure, please tell us so that we can resolve any security issue.

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Your personal information is stored in our **electronic filing system**, and is accessed by our staff and Trustees for the purposes set out above. Our website is also managed by MTC Media, 35 - Shed 26, City Quay Bridge, Dundee DD1 3JA, and this agency also has access to the data in line with GDPR regulations.

### **What is the legal justification for our use of Personal Information?**

We may be required to obtain Personal Information from you to fulfil our terms of contract with you in the provision of services, e.g. participation in our projects.

### **How long do we keep Personal Information for?**

We will keep your Personal Information only as long as necessary for the purposes for which we collected it and to comply with applicable law. Typically this will be 24 months unless there is a legitimate reason for retaining for longer, e.g. a welfare incident.

### **Who to contact about your Personal Information?**

If you have any questions or concerns about the way in which your Personal Information is used by us, you can contact us on [info@strathmoretrust.co.uk](mailto:info@strathmoretrust.co.uk) for more information.

### **When was this Privacy Policy last updated?**

This Privacy Policy was last updated July 2020. We may review this policy and make changes from time to time.

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