

Clan MacAulay Association



Data Privacy Policy for the Clan MacAulay Association

Revised Constitution adopted by special vote concluded May 6, 2018.

Formed as an Association in Scotland. Established 25 April 1998.

Data Privacy Policy

1. About this Policy

- i) This policy explains when and why we collect personal information about our members and associates, how we use it and how we keep it secure and your rights in relation to it.
- ii) We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- iii) We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website (www.clanmacaulay.org.uk) regularly for any amendments (but amendments will not be made retrospectively).
- iv) We will always comply with the General Data Protection Regulations (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- i) We are The Clan MacAulay Association. We can be contacted at Clan MacAulay Association Secretary, 19 – 547 East Hampton Blvd, Saskatoon SK S7R0H8 Canada
T: 1-306-382-3684
E: secretary@clanmacaulay.org.uk

3. What information we collect and why.

What Information we collect & why		
Type of information	Purposes	Legal basis of processing
The Member's names, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Association.	Performing the Association's contact with each Member. For the purposes of our legitimate interests in operating the Association.

Photos and videos of members	<p>Publishing in the Association's newsletter <i>MacAulay Matters</i>.</p> <p>Publishing on the Association's website and social media pages and using in press releases.</p>	<p>Consent. We will seek the Member's consent on their membership application form and the Member may withdraw their consent at any time by updating their profile on MemberPlanet.</p>
The Member's names, address(es), telephone numbers and e-mail address(es).	<p>Creating and managing the Association's Members' Directory (housed electronically on MemberPlanet).</p> <p>Creating and managing the Association's electronic mailing list.</p>	<p>Consent. We will seek the Member's consent on their membership application form. The Member may withdraw their consent at any time by updating their profile on MemberPlanet.</p>

4. How we protect your personal data

- i) We will not transfer your personal data outside the European Economic Area without your consent.
- ii) We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- iii) Please note however that the transmission of information to us over the internet can never be guaranteed to be 100% secure.
- iv) We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- i) We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5 ii) below.
- ii) We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. collect member payments, email newsletters and Clan events and connect you in via technology for meetings – e.g. Annual General Meeting). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.
 - a. Click [here](#) to see the MemberPlanet privacy policy.
 - b. Click [here](#) to see the SurveyMonkey privacy policy.
 - c. Click [here](#) to see the LogMeIn (GoToMeetings) privacy policy and [here](#) to see the Zoom privacy policy.
 - d. Click [here](#) to see the PayPal privacy policy.

6. How long do we keep your information?

- i) We will hold your personal data on our systems for as long as you are a member of the Association and for as long afterwards as is necessary to comply with our legal obligations. We will review your

personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

ii) We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have rights under the GDPR:

- a. to access your personal data
- b. to be provided with information about how your personal data is processed
- c. to have your personal data corrected
- d. to have your personal data erased in certain circumstances
- e. to object to or restrict how your personal data is processed
- f. to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

[https://ico.org.uk/concerns/0303 123 1113.](https://ico.org.uk/concerns/03031231113)

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager

E: secretary@clanmacaulay.org.uk

Amendments:

Original Issue: Approved by the Executive Committee at their meeting on the 28th April 2018. Approved by special vote of the Members ending May 6, 2018.