

The Cairn Resilience & Welfare Group Ltd - Privacy Policy

1st November, 2024

Our contact details

Phone Number: 07702 242100

E-mail: contact@cairn-resilience.co.uk

The type of personal information we collect

We currently collect and only process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Ideas/suggestions for Cairnryan Community Projects without identification of proposer to general community.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To create register of Group ordinary membership qualification (ie Age over 16yrs and residency within the Cairnryan Community areas).
- Where optionally provided, contact details to enable information feedback and notification of meetings and Group functions.
- We will not share or pass any of your information to any third party, unless we have a statutory obligation to do so.

How we store your personal information

Your information is securely stored.

- Contact information is routinely only stored in paper format (within locked drawer at the companies registered address), other than where necessary for emailed correspondence administration.
- Suggestions or ideas information will be stored in a manner which prevents revealing the identity of the original author.

We keep personal information only for the above purposes stated. Once contact details are no longer required (eg following resignation of a member) information held will be destroyed – paper records holding personal information will be shredded.

We do not hold personal membership information on-line or on computers

Our policy is to delete membership personal information immediately on request.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at contact@cairn-resilience.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at contact@cairn-resilience.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>