



LINK Privacy Policy

LINK is committed to responsible management of personal information in accordance with the Data Protection Act 1998, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and the General Data Protection Regulation 2018 (GDPR).

LINK is registered on the UK Data Protection Register, reference number: Z554074X. Our main registration conditions are noted below, (for full details please see our entry on the ICO website - www.ico.org.uk)

Your personal information is secure with us and will never be released to third party companies for their marketing purposes.

This Privacy Policy explains how and why we collect personal information about you.

Reasons/purposes for processing information

We process personal information to enable us to: provide a voluntary service for the benefit of the national public and to further our Charitable Purposes (see summary below); administer membership records; to fundraise and promote the interests of the charity; manage our employees and volunteers; maintain our own accounts and records.

The Charitable Purposes of LINK are:

(a) to promote the effectiveness and efficiency of voluntary organisations involved with the conservation and improvement of Scotland's natural environment and associated cultural heritage;

(b) to advance the conservation and improvement of Scotland's natural environment and associated cultural heritage as part of the pursuit of environmental sustainability; and

(c) to advance the education, understanding and responsible awareness of the natural environment and associated cultural heritage as part of the pursuit of environmental sustainability;

If your data is business information (for example a work email address) we will process your data based on **legitimate interests***. If your data is personal data (i.e. home address/personal email) we will ask for your **consent***

*These are the lawful basis on which we are processing your data.

Who the information is processed about

We process personal information about:

- Members
- staff, volunteers
- supporters
- complainants, enquirers
- advisers
- representatives of other organisations

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details (name, address, email, telephone etc.)
- membership details
- goods and services
- financial details
- visual images

Who is collecting it and how is it collected?

Any member of the LINK staff team may collect your personal data during the course of their work and via interactions with members, supporters, complainants, enquirers, advisers and representatives of other organisations.

If we wish to retain your personal data we will ask for your *consent** to enter this in our online outlook database which is then accessible to all LINK employees. Our Database is securely stored on the cloud using Office 365 with personalised log in and password protection for each member of staff.

Using your information

We may use your information to:

- Let you know what we are working on
- Send you our weekly monitoring, monthly e-bulletin and other electronic communications
- Invite you to LINK events, or other 3rd party events that we think may be of interest
- Ask for your support in campaigns
- Ask for your advice or input to various pieces of LINK work
- **LINK members only** – ask you to nominate and/or vote on constitutional issues, seek financial contributions to projects, participate in LINK questionnaires/surveys.

Disclosing your information

We will never disclose your information to anyone outside of LINK except where we have your consent or else are permitted to do so by law.

Cookies policy when accessing the LINK website

Full details of our Cookie policy when accessing our website can be found [here](#)

Third party sites

Our websites may provide links to other websites out with our control; our Privacy Policy applies only to our LINKs website – www.scotlink.org and www.savescottishseas.org We are not responsible for the privacy policies of third party sites which may differ from ours. We cannot accept responsibility for any content or links on these websites.

Storage of information

We will retain your personal information for no longer than we need it to provide our services and/or products to you. We will try to keep personal information which we hold about you up to date, but if you think that we are holding information which is inaccurate then please contact us to let us know.

Accessing your information

Under the GDPR, individuals have the right to obtain:

- confirmation that their data is being processed;
- access to their personal data; and
- other supplementary information

If you would like a copy of the personal information that we hold about you, email information@scotlink.org or write to us at: Scottish Environment LINK, 13 Marshall Place, Perth, PH2 8AH.

Rectifying information

Individuals have the right to have inaccurate personal data rectified and this can be done by contacting the LINK office either verbally, electronically by email, or in writing (see address above).

Right to Erasure

Individuals have the right to have personal data erased. This is also known as the 'right to be forgotten'. *(The right is not absolute and only applies in certain circumstances)* and this can be done by contacting the LINK office either verbally, electronically by email, or in writing (see address above).

Changes to our privacy policy

We will keep our privacy policy under review; this policy replaces all previous versions and is correct as of 17th May 2018. New policies will be published on our web site.

Contacting us

If you have any questions or comments about our Privacy Policy please contact us via email or write to us at:

Scottish Environment LINK
13 Marshall Place
Perth
PH2 8AH

Email: information@scotlink.org