

## Privacy Notice

Details of what information we collect from you, what we do with it and who it might be shared with.

### Why do we collect information?

We collect data so that we can carry out the work of the charity.

- Develop and support high quality tuition and pipe band programmes, extending opportunities to pupils in Scotland.
- Organise events and competitions such as the Scottish Schools Pipe Band Championships and Piping Hit.
- Advocate for more pupils in Scotland to have opportunities to learn the pipes and drums, and to play in school pipe bands.
- Employ staff and engage with contractors and volunteers
- Administrate the charity, meeting legal, regulatory and financial obligations.

### What information do we collect?

- **Personal details**  
These are usually details such as your name, address and occupation and your role as a teacher, musician, parent or other connection to our work.
- **Financial details.**  
These may be bank account and national insurance details so that we can pay staff, or donation details.
- **Education and Employment details.**  
We collect data so that we can recruit manage and support staff and volunteers, and help other organisations recruit and manage instructors.
- **Visual images in photographs and film**  
Most of our photographs and films are taken at the Scottish Schools Pipe Band Championships. We also receive film and photographs from our grant holders. We will always ask for your consent before using any photograph or film that identifies you individually.

## Who might we share your information with?

We do not share data with, or sell data to other organisations for their marketing or profit-making purposes.

Where necessary or required we share information with:

- current, past and prospective employers
- financial organisations, as an employer, or to process payments and donations
- providers of goods and services
- education representatives
- professional advisors
- police forces and regulatory organisations such as Disclosure Scotland
- local and central government
- other voluntary, educational and charitable organisations

## Who collects information?

Our employees and volunteers collect data.

We use online services such as MailChimp to generate newsletters and process sign-up requests, and SurveyMonkey to conduct surveys.

## How do we collect information?

- On-line and paper forms and surveys
- Online searches
- Telephone conversations
- Photography
- Film-making
- Face-to-face meetings
- Via online services such as MailChimp, our websites and social media.

## How will information be used?

Data is used to carry out the work of the charity:

- Process grant applications and awards
- Organise events and competitions
- Develop new tuition and pipe band programmes
- Promote the aims of the charity
- Employ staff and work with contractors and volunteers
- Administrate the charity

### What will be the effect of this on you?

There should be no detrimental effect on any individual caused by our processing of information, and all data is processed with the purpose of benefitting individuals or supporting them in their association with SSPDT and our aims.

In rare cases, SSPDT may process personal data in response to alleged fraud or other offences.

### Is the intended use likely to cause individuals to object or complain?

No

### How long do we keep your information?

We keep personal information for only as long as is required to fulfil our function as a grant provider, services developer, employer, and as a charity with reporting obligations to HMRC, OSCR and other regulatory organisations. We keep photographs and film for as long as we have specific consents of individuals to do so. Film and photograph consents usually span a period of five years.

### How can I access the information you hold about me?

Contact SSPDT at [info@sspdt.org.uk](mailto:info@sspdt.org.uk) and we will provide you with all the information we hold about you within one month.

### What can I do if I wish to complain?

In the first instance, please contact SSPDT's Data Protection Officer on [info@sspdt.org.uk](mailto:info@sspdt.org.uk) or by calling 0131 510 8384 and we will do all that we can to address your concerns.

If you feel that your complaint has not been adequately addressed, you should contact the Information Commissioner's Office.

## **January 2019**

Scottish Schools Pipes and Drums Trust

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Administration Office: Room 1, Thistle Court, 1-2 Thistle Street, Edinburgh, EH2 1DD

Charity no. SC037980