



Privacy Notice

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

1. Privacy Notice

The Scottish Schools Pipes and Drums Trust ("SSPDT", "we", "our", "us") is committed to protecting and respecting your privacy.

This Privacy Notice explains how we collect, use, store and protect personal information when you:

- Visit our website.
- Contact us.
- Register for our programmes, events or activities.
- Subscribe to our communications.
- Interact with us through social media or other channels.

SSPDT is the data controller for the personal information described in this notice.

2. Data Controller

For the purposes of UK data protection legislation, the Scottish Schools Pipes and Drums Trust (SSPDT) is the Data Controller responsible for determining how and why personal information is processed.

Contact details:

- Email: info@sspdt.org.uk
- Postal Address: Rm 1, Thistle Court, 1-2 Thistle Street, Edinburgh, EH2 1DD

If you have any questions about this Privacy Notice or how we handle your personal data, please contact us using the details above.

3. 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, Music Fest and our Tutor Forum.

- 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.

4. 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.

- **Special Category Personal Data**

In certain circumstances, SSPDT may collect and process limited amounts of special category personal data where this is necessary for participation in our programmes, events, competitions, safeguarding activities or employment obligations.

This may include:

- Health or medical information relevant to participation in activities or events.
- Dietary requirements and allergy information.
- Accessibility information and any reasonable adjustments required to support participation.
- Disclosure Scotland / PVG Scheme information for staff, volunteers, tutors and others working with children or protected adults.
- Safeguarding information where required to protect the welfare of children, young people or vulnerable individuals.

We only collect this information where it is necessary and lawful to do so. Access to such information is restricted to those who require it for operational, safeguarding, legal or health and safety purposes.

Where required by law, SSPDT will obtain appropriate consent or rely on another lawful basis permitted under UK data protection legislation.

5. 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 Microsoft Forms, our websites and social media.

6. Young Person's Personal Data

As part of our charitable activities, SSPDT works with children and young people through schools, bands, educational programmes and events.

We recognise our responsibility to protect the privacy of children and ensure that personal information relating to children is processed lawfully, fairly and transparently.

Where consent is required for the collection or use of a child's personal information, photograph or video recording, SSPDT will seek consent from a parent, guardian or other person with parental responsibility where appropriate.

We only collect information about children that is necessary for participation in our activities, safeguarding obligations, communications and programme administration.

7. Photography, Video and Media Consent

SSPDT may use photographs, video recordings and other media for promotional, educational, fundraising and reporting purposes.

Where an individual can be identified, we will obtain appropriate consent before using photographs or video recordings unless another lawful basis applies.

For children and young people, consent will normally be sought from a parent or guardian.

Consent may be withdrawn at any time by contacting SSPDT. Withdrawal of consent will apply to future use of images and recordings, although it may not be possible to remove material that has already been published in printed publications or circulated to third parties prior to withdrawal.

Media consent preferences will be reviewed periodically and maintained in our records.

8. 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

9. Lawful Basis for Processing Personal Data

The Scottish Schools Pipes and Drums Trust (SSPDT) processes personal data in accordance with UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We process personal data under one or more of the following lawful bases:

- Consent, where an individual has given clear permission for us to process their personal data for a specific purpose.
- Contract, where processing is necessary to fulfil a contract or agreement with an individual.
- Legal Obligation, where processing is necessary for compliance with legal or regulatory requirements.
- Legitimate Interests, where processing is necessary for the legitimate interests of SSPDT in carrying out our charitable activities, provided those interests do not override the rights and freedoms of individuals.
- Employment and Safeguarding Obligations, where processing is necessary to meet our responsibilities as an employer or in relation to safeguarding children and vulnerable adults.

10. Who collects information?

Our employees and volunteers collect data.

We use online services such as Microsoft Forms and Jot Forms.

11. 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

12. International Transfers of Personal Data

Some of the organisations that provide services to SSPDT, including cloud-based software providers, may process personal information outside the United Kingdom.

Where personal information is transferred internationally, SSPDT will ensure that appropriate safeguards are in place to protect the information and that any transfers comply with applicable data protection legislation.

These safeguards may include the use of approved contractual clauses, adequacy regulator other legally recognised transfer mechanisms.

13. Data Retention

SSPDT retains personal information only for as long as necessary to fulfil the purposes for which it was collected, including legal, accounting and safeguarding obligations.

Typical retention periods include:

- Financial and accounting records: 6 years after the end of the relevant financial year.
- Employment records: up to 6 years after employment ends unless legal requirements specify otherwise.
- Volunteer records: up to 6 years after involvement ceases.
- Safeguarding records: retained in accordance with safeguarding guidance and legal requirements.
- Marketing and mailing list information: until consent is withdrawn or the individual requests removal.

When information is no longer required, it will be securely deleted or destroyed.

14. Information Security

SSPDT is committed to protecting the security of personal information.

We have implemented appropriate technical and organisational measures designed to protect personal data against accidental loss, unauthorised access, alteration, disclosure or destruction.

These measures include:

- Access controls and password protection.
- Secure cloud-based storage systems.
- Staff and volunteer confidentiality obligations.
- Regular review of access permissions and data handling practices.
- Secure disposal of information when it is no longer required.

While SSPDT takes reasonable steps to protect personal information, no method of electronic transmission or storage can be guaranteed to be completely secure.

15. Website Cookies and Analytics

Our website may use cookies and similar technologies to improve functionality, understand how visitors use the site and support our communications activities.

Cookies are small text files placed on a device when visiting a website. They help us:

- Ensure the website functions correctly.
- Monitor website performance and usage.
- Improve user experience.
- Measure the effectiveness of communications and campaigns where applicable.

Users can control or delete cookies through their browser settings.

Where non-essential cookies are used, SSPDT will seek consent through an appropriate cookie consent mechanism.

Further information may be provided in a separate Cookie Policy.

16. Your Rights

Under UK data protection legislation, individuals have the right to:

- Access the personal information we hold about them.
- Request correction of inaccurate or incomplete information.
- Request deletion of personal information where there is no lawful reason for us to continue processing it.
- Request restriction of the processing of personal information in certain circumstances.
- Object to the processing of personal information where we rely on legitimate interests.
- Receive personal information in a structured, commonly used and machine-readable format where applicable.
- Withdraw consent at any time where processing is based on consent.
- Request that decisions made by automated means be reviewed by a person. SSPDT does not currently carry out automated decision-making that would significantly affect individuals.

Requests relating to these rights can be made by contacting us at info@sspdt.org.uk.

17. How can I access the information you hold about me?

Contact SSPDT at info@sspdt.org.uk and we will provide you with all the information we hold about you within one month.

18. What can I do if I wish to complain?

In the first instance, please contact SSPDT's Data Protection Lead on 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.

Information Commissioner's Office (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk
t: 0303 123 1113

19. Privacy Notice (Updates)

We may update this Privacy Notice from time to time to reflect changes in our activities, legal requirements, or how we process personal information.

Any updates will be published on this website, and the "Last Updated" date at the top of this Privacy Notice will be revised accordingly.

Where changes are significant, we may take additional steps to inform individuals, such as by email or through a notice on our website.

Last Updated: September 2026

Scottish Schools Pipes and Drums Trust

Room 1, Thistle Court, 1-2 Thistle Street, Edinburgh, EH2 1DD

Charity no. SC037980

Website: www.sspdt.org.uk