

Privacy Notice

Scottish Storytelling Centre, part of the Church of Scotland (charity number SC011353) (“SSC”)



Purpose of this Notice

This Privacy Notice outlines the ways in which SSC uses personal information provided to us. Personal information includes any information that identifies you personally, such as your name, address, email address or telephone number.

SSC recognises the importance of your privacy and personal information and we have therefore outlined below how we use, disclose and protect this information. SSC is registered with the ICO as a data controller because we decide how the information you provide to us is processed and for what purpose. Contact details for us are provided below.

How we use information

We use the information you give to us:

- to provide you with news and information about events;
- to facilitate your interaction with SSTC, including processing payment;
- in relation to participation in activities;
- to provide services to you;
- to fulfill contractual or other legal obligations;
- if you are an employee or volunteer with us, for administrative and management purposes;
- to further our charitable aims, for example through fundraising activities;
- to maintain our accounts and records (including the processing of Gift Aid applications);
- if CCTV is in place we have this for the prevention and detection of crime.

Disclosure of information

SSC acts in partnership with Traditional Arts and Culture Scotland (charity number SC043009), the Scottish Storytelling Forum (charity number SC020891), the Traditional Music Forum (charity number SC042867) and the Traditional Dance Forum of Scotland (charity number SC045085). Your information may be shared with them in connection with the purposes outlined above and they have undertaken to remain compliant with data protection law at all times. Each of those parties has a privacy notice available from their website and a copy will be provided on request. SSC will, otherwise, only share your personal information where this is necessary for the above purposes. Information will not be shared with any other third parties without your consent unless we are obliged or permitted to do so by law.

Basis for processing personal information

SSC processes your information on the basis of a contractual relationship with you or otherwise in the course of our legitimate activities, with appropriate safeguards in place, as a not-for-profit body with a charitable aim. Where necessary, we also process information to comply with our legal obligations or where you have given consent to the processing of your information for a particular purpose.

Storage and security of personal information

SSC will strive to ensure that personal information provided to us is accurate and held in a secure and confidential environment. We will keep your personal information only for as long as necessary or for so long as we are obliged to keep it by law. We may also keep it for statistical purposes but if so we will only use it for that purpose. When the information is no longer needed it will be securely destroyed.

Getting a copy of your personal information

You can request details of personal information that SSC holds about you by contacting us using the details provided below.

Inaccuracies and Objections

If you believe that any information SSC holds about you is incorrect or incomplete or if you do not wish your personal information to be held or used by us, please let us know. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to our use of your personal information, or to ask us to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data, but please tell us if you think that we should not be using it.

If we are processing your data on the basis of your explicit consent, you can withdraw your consent at any time. Please contact us if you want to do so.

Contact us

You can contact us by getting in touch with

Ásta Ásbjörnsdóttir General Manager

Email: asta@scottishstorytellingcentre.com

Phone: Reception: 0131 556 9579 Direct Dial: 0131 652 3273

How to complain

You have the right to complain to the Information Commissioner's Office about anything relating to the processing of your personal information.

You can contact the ICO via its website at www.ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.