

# Privacy Notice - General Information



## Data Controller

Data Protection Laws define Personal Data as information which directly or indirectly identifies an individual. Examples of Personal Data include name, address, membership number, National Insurance number, date of birth, photo, video or voice recording.

The Royal Scottish Pipe Band Association (The RSPBA) collect and process Personal Data belonging to Members, Non-Members, Employees, Prospective Employees, and Event promoters.

The RSPBA is registered with the Information Commissioner's Office (ICO) as a Data Controller for the processing of Personal Data (Z363591X).

## Data Protection Office

The RSPBA has established a Data Protection Office to ensure its compliance with Data Protection Laws. In addition, The Data Protection Office will act as The RSPBA's contact point with our Members, Non-Members, Employees, Prospective Employees and our Supervisory Authority.

The Data Protection Office can be contacted by post to: The Data Protection Office, The Royal Scottish Pipe Band Association, 45 Washington Street, Glasgow G3 8AZ By telephone on +44 (0) 141 221 5414 or email to [colin@rspba.org](mailto:colin@rspba.org)

## How Does The Organisation Protect Your Personal Data?

In order to protect your privacy, The RSPBA has implemented stringent Information Security and Personal Data Protection Policies. Employees and Associates who come into contact with your Personal Data have obligations to adhere to our policies and are regularly trained in security and privacy best practice.

We apply appropriate technical and organisational measures in order to protect data, computing devices and the network from accidental / malicious activities or theft. Where appropriate, we encrypt our data and devices with confidential information securely destroyed when no longer required.

## Your Rights

Data Protection Laws, describe individuals who have provided their Personal Data to an organisation (either directly or indirectly) as "Data Subjects". As a Data Subject, you have a number of rights with respect to how organisations process your Personal Data.

If you wish to exercise any of your rights, please contact The RSPBA's Data Protection Office by telephone on +44 (0) 141 221 5414 or email to [colin@rspba.org](mailto:colin@rspba.org)

### **Right to be Informed**

As a Data Subject, you have the right to be informed of the use that your Personal Data will be put to, along with details of the Data Controller and your rights. Where you provide your Personal Data directly to The RSPBA, these details will be made available at the time your data is obtained.

### **Right to Access**

Data Subjects have the right to access and obtain a copy of your Personal Data held and processed by The RSPBA, on request.

If you wish to exercise any of your rights, please contact The RSPBA's Data Protection Office by telephone on +44 (0) 141 221 5414 or email to [colin@rspba.org](mailto:colin@rspba.org) or by post to: The Data Protection Office, The Royal Scottish Pipe Band Association, 45 Washington Street, Glasgow G3 8AZ.

### **Right to Rectification**

You have the right to request The RSPBA to correct inaccurate or incomplete Personal Data.

### **Right to Erasure (to be Forgotten)**

You have the right to request The RSPBA to erase your Personal Data from its systems and records. This is not an absolute right however and does not normally apply to purposes covered by Legal Obligation, Legitimate Interest, or it is necessary for the performance of a Contract.

### **Right to Restrict Processing**

Data Subjects have the right to request The RSPBA to stop or restrict the processing of your Personal Data. This could be for example, if your Personal Data is no longer necessary for the purpose of processing.

### **Right to data portability**

You have the right to request a copy of the Personal Data which you have provided directly to The RSPBA, which is automatically processed in a portable format.

### **Right to object**

As a Data Subject, you have the right to object to the processing of your Personal Data, where The RSPBA relies upon Legitimate Interest as the lawful basis for processing.

Rights related to automated decision making including profiling

You have the right not to be subject to a decision based solely on automated processing (including profiling), which may significantly affect you.

### **Complaints**

If you are unhappy with how your Personal Data is processed by The RSPBA, you have the right to complain to the Data Protection Office. If you remain unhappy, following the

RSPBA's response to your complaint, you have the right to lodge a further complaint with our Supervisory Authority, The Information Commissioners Office (ICO).

The ICO's address is: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF. You can also contact them by telephone on 01625 545 745 or via their website at [www.ico.org.uk](http://www.ico.org.uk).

## Links

- [Members Privacy Notice](#)
- [Online Privacy Notice](#)