



LUCKY EWE

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PRIVACY AND DATA COLLECTION POLICY

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CROSS REFERENCE	Privacy and Data Protection Procedure
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SUBJECT	Lucky Ewe Governance
POLICY CUSTODIAN	Lucky Ewe Secretary/ Administrator

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1. Purpose

Your privacy is important to us. The only time we collect personal information is when we ask users to complete forms/text boxes etc. for the purposes of accessing a service we provide or similar. Any personal information supplied to Lucky Ewe will not be published or given to any other person or agency without the user's prior permission. We will never add your details to a mailing list without your express, prior permission.

2. The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Identification number such as a 'Protecting Vulnerable Groups' (PVG) number
- For employment; identification numbers such as National Insurance Number, driver's licence and/or passport number.
- May also include special categories of personal data or criminal conviction and offences data.
- Online identifiers include IP addresses and cookie identifiers.

3. How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one or more of the following reasons:

- To process applications for Internships, memberships or to become a volunteer with Lucky Ewe.
- To be added to our online mailing list that is used to distribute updates and newsletters on the activities being undertaken by Lucky Ewe.
- To process applications for employment with Lucky Ewe.

We may share this information with the Trustees of Lucky Ewe in order to ratify memberships and employment.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information are:

- (a) Your consent. You can remove your consent at any time. You can do this by contacting contact.luckyewe@gmail.com.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest

4. How we store your personal information

Your information is securely stored on the Google Drive of contact.luckyewe@gmail.com. For purposes of issuing newsletters and communications, your first and last name along with your email address are stored electronically on www.mailchimp.com. If a paper application has been completed, this will be securely stored with an Office Bearer (Chairperson, Treasurer or Secretary) and an electronic version stored on the Google Drive of contact.luckyewe@gmail.com.

5. Scope

This policy applies to all personal data collected processed by Lucky Ewe.

The Responsible Person shall take responsibility for Lucky Ewe's ongoing compliance with this policy.

6. Definitions of Terms

DPA	means the Data Protection Act 2018 which implements the EU's General Data Protection Regulation.
Responsible Person	Dr Joan Brown (Chairperson of Lucky Ewe)
Register of Systems	means a register of all systems or contexts in which personal data is processed by the Organization.

7. Policy Statement

Lucky Ewe is committed to processing data in accordance with its responsibilities under the DPA.

DPA requires that personal data shall be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organizational measures required by the DPA in order to safeguard the rights and freedoms of individuals and processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures

8. Applicable External Legislation and Regulations

This policy refers to external legislation located at:-

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches>.