



LOCAL VOICES

• celebrating local tradition •

Privacy Notice

Our Portsoy: Sharing Our Stories

Our contact details:

Your personal information is being collected by Local Voices, 13 Haddington Road, Tranent, East Lothian, EH33 1LR.

Telephone: 07826075019

Email: info@localvoices.co.uk

Why we need your personal information:

If you have given us consent, we will use your information for the purposes of project evaluation, training, research purposes, and promotional activities. Also depending on your consent, we will use your information on websites and social media for promotional purposes. We will also process your personal information in order to manage your consent to the above uses of your information.

We may transfer your information to a permanent archive in the public interest, for scientific/historical research or for statistical reasons.

Legal information:

In order for us to collect and use your information, we need to have a 'lawful basis' for doing so. The lawful basis for processing your personal information is that you have given us consent to process your information.

Where your information is transferred to an appropriate archive, the lawful basis will be to archive it in the public interest or for historical research/statistical reasons.

The kinds of personal information we are collecting includes:

- Name
- Address
- Date of birth
- Photographs
- Video recordings
- Audio recordings

Sharing and transfer:

We will be sharing your personal information with the University of Aberdeen, and possibly professional services such as designers/printers, and web developers. Such sharing will only be in line with the purposes outlined in 'Why we need your personal information' above.

Your personal information will not be transferred outside of the UK/EU.

How long will we keep your personal information?

Your personal information will be stored on a local hard drive as well as backup media such as DVDs.

We will keep your personal information for a period of ten years, at which point it will be assessed for transfer to an appropriate archival institution. If we identify your data as a candidate for archival transfer, we will make every effort to inform you that this is the case. Alternatively, if your data is not identified as suitable for archival transfer, it will be securely destroyed.

Your rights:

1. You have the right to be informed about how your information will be used.
2. You have the right to access your personal information. You should submit your request in writing to the Local Voices address or e-mail address listed at the top of this form.
3. You have the right to ask us to correct inaccurate or incomplete information.
4. Where your information has been processed based on consent, you have the right to ask us to have your personal information erased.
5. You have the right to ask us to limit the ways we use or share your information.
6. You have the right to ask us to move, copy or transfer your information to another organisation in an electronic format.
7. You have the right to object to the ways we process your information where it is processed on the basis of historical research.
8. In circumstances where your data is processed automatically, without human intervention, you have the right to certain protections.

You can find more information about data protection and your rights on the Information Commissioner's Office (ICO) website at <http://www.ico.gov.uk>.

Complaints:

We take your privacy seriously, and we would like to know about your concerns so that we can address them as soon as possible. If you wish to make a complaint, we recommend that you contact us via the details listed above.

If we are unable to resolve the issue to your satisfaction, you have the right to complain to the Information Commissioner's Office (ICO). You can find further information about raising a concern with the ICO on their website: <https://ico.org.uk/concerns/>.

You can contact the ICO by post at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 0309 123 1113 / 01625 545 745

Consent:

We have asked for your consent in order to process your personal information. You have the right to withdraw this consent in whole or in part at any time by contacting us via the details listed at the start of this Privacy Notice.

When you contact us, we will explain the consequences of withdrawing consent. If you choose to continue, we will stop using your personal information for the relevant purpose(s) stated on this Privacy Notice.