



**TreeLink**  
STIRLING

# Privacy Notice

## TreeLink Stirling Privacy Notice

### The type of personal information collected

TreeLink currently collects and processes the following information:

- Personal identifiers, contacts (for example, name and contact details).
- Registered Volunteers are given the opportunity to give the contact details of an emergency contact person and brief information on any medical conditions which may affect them while volunteering.

### How we get the personal information and why we have it

The personal information we process is provided to us **directly** by you for one of the following reasons:

- To keep you up to date with information about the activities of TreeLink.
- To inform you of meetings and other opportunities to participate in the activities of TreeLink.

We also receive personal information **indirectly** as some TreeLink volunteers provide the name and phone number of an emergency contact.

We never normally **share** any information with one exception. In the appropriate circumstances we may share any information given by individual volunteers on their medical conditions. We may share this information with first aid or medical personnel.

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

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [treelinkstirling@outlook.com](mailto:treelinkstirling@outlook.com)

(b) In the case of brief medical information offered by volunteers, we have a 'vital interest'.

(c) We have a 'legitimate interest' to hold information to inform you of TreeLink meetings and activities.

### How we store your personal information

Your information is securely stored. It is held in password protected cloud based databases and only accessed on password protected devices. Any means used to transfer data is undertaken on password protected devices and deleted once the transfer is completed.

We keep your information until you ask us to remove it or you become inactive in TreeLink for at least one year. We will then dispose your information by deleting it

### Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [treelinkstirling@outlook.com](mailto:treelinkstirling@outlook.com) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to TreeLink using the procedure outlined on our website - [www.treelinkstirling.org](http://www.treelinkstirling.org)

You can also complain to the Information Commissioners Office if you are unhappy with how we have used your data.

ICO Scotland contact details

The Information Commissioner's Office – Scotland

Queen Elizabeth House

Sibbald Walk

Edinburgh

EH8 8FT

Telephone: 0303 123 1115

Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)