

Privacy Policy

Policy Statement

South West Mull and Iona Development hold data about people in the local community, both members of SWMID and non-members, as well as business contacts and employees. We are committed to protecting this data to ensure it is used only for its intended purpose and remains confidential.

Anyone whose data we hold has the right to see what we have, the right to withdraw consent for us to contact them and the right to ask that their information is destroyed.

Requests to see personal data should be made to admin@swmid.co.uk and must be complied with within 40 days. There are some exceptions to data requests within the terms of the GDPR legislation. These can be viewed on the Information Commissioner's Office website: <https://ico.org.uk/>

Likewise, there are certain circumstances where data can be shared with a third party, without the agreement of the person involved, for example in a criminal investigation.

SWMID Mailing list

The SWMID mailing list contains names and email addresses of local people and others, outwith the area, who have asked to be kept in touch about SWMID's activities. We also communicate via MailChimp, our website and facebook. We use MailChimp when we need to communicate with large numbers of people (over 20), for example for sending out newsletters, AGM invites and updates. Email addresses are uploaded to MailChimp, whose data policies are also governed by the new GDPR. Email addresses are not uploaded to the website or facebook, or distributed to any other third party.

The mailing list is confidential to the relevant SWMID staff members. The mailing list is held on email clients on password protected computers.

Anyone who no longer wishes to be contacted by email can inform the organisation either by emailing admin@swmid.co.uk, by telephoning 01681 700021, or by clicking the unsubscribe button on MailChimp mailouts.

SWMID Members

Members of SWMID share contact details when they sign up; names, addresses and email addresses, where they have them. Addresses are needed to verify that members live within the area and are therefore entitled to membership. Most contact with members is via the mailing list. Where members do not have email addresses we communicate via letter. Names and addresses are held in a locked filing cabinet in a locked office and are not shared with any third party.

Members who do not wish to be contacted by email or postal address can inform the organisation either by emailing admin@swmid.co.uk or by telephoning 01681 700021.

Business Contacts

SWMID hold the contact details of local and other businesses who we need to contact to effectively carry out the work of SWMID, e.g. sub-tenants of the Columba Centre. This information is used only for the stated purpose. It may be shared with third parties only where this is beneficial to the business contact.

Employees

Information about employees includes names, addresses, bank details, NI numbers, salary, tax code. It may also include health or other personal information where this is relevant to employment. This information is kept confidentially; either electronically on a password protected computer or in a locked filing cabinet in a locked office. Employees have the right to see what information is held about them. Certain information may be shared, only when relevant, with third parties, e.g. HMRC, pension fund (NEST) and payroll processors (FreeAgent). NEST and FreeAgent are also required to comply with GDPR.

Employee information should not be kept for longer than is necessary after the employee has left.

For more detail on any GDPR issue, please look at the Information Commissioner's Office website: <https://ico.org.uk/>

MONITORING AND REVIEW OF POLICY

Responsibility for monitoring the application of this policy will rest with the Board of SWMID.

The policy will be reviewed regularly with amendments being made as appropriate