



PRIVACY NOTICE

Who are we?

We are the Moray Baby Bank which is a Scottish Charitable Incorporated Organisation (non-profit charity) based in Moray.

The Moray Baby Bank is committed to protecting the rights and freedoms of data subjects, and safely and securely processing their data in accordance with all of our legal obligations. We hold personal data about our **Clients**, **Referrer** and **Volunteers** in order to communicate important information about the organisation and the services we provide. This notice sets out how we seek to protect personal data.

This privacy notice tells you about the information we may collect from you, the **Client**. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

You can contact us by:

- Email: moraybabybank@gmail.com
- Post: Coillebhar, Main Street, Urquhart, Elgin, Moray IV30 8LG
- Telephone: 07935 223480

Any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

We will only ask you for personal information that is appropriate and necessary.

➤ **Client**

The information may include your: name, address, telephone number, your age, child's gender and child's age.

➤ **Referrer**

The information may include your: name, organisation, telephone number and email address.

➤ **Volunteer**

The information may include your: name, address, telephone number, age and email address.

Why do we collect this information?

We may use your information to make contact with you to communicate important information about the Moray Baby Bank. We may send you information about events or services run by the Moray Baby Bank that you have said you are interested in.

What do we do with your information?

The Moray Baby Bank will comply with the principles of data protection (the Principles) enumerated in the EU General Data Protection Regulation (May 2018). We will make every effort possible to comply with these principles.

The Principles are:

1. Lawful, fair and transparent - Data collection must be fair, for a legal purpose and we must be open and transparent as to how the data will be used.
2. Limited for its purpose - Data can only be collected for a specific purpose.
3. Data minimisation - Any data collected must be necessary and not excessive for its purpose.
4. Accurate - The data we hold must be accurate and kept up to date. Data Subjects are responsible to notify Moray Baby Bank of any change of details during the 3-year period that we hold their personal details for. The data is only accurate when it is provided to us, if people move address or change e-mail address and don't tell us, we can't keep it accurate
5. Retention - We cannot store data longer than necessary.
6. Integrity and confidentiality - The data we hold must be kept safe and secure.

We may store your information in a variety of ways. These may include: paper files, on data servers, and in cloud-based client-management solutions as well as being stored on password-protected computer equipment. All forms of storage will be legally compliant in terms of security. Your personal data will not be shared with third parties, except where you give us permission to do so.

How long do we keep your information for?

We will keep your information for no longer than three years. Your personal information will then be deleted from our system.

Your rights over your information

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

You have the right to ask us to delete permanently all the information we hold about you.

To submit a request by email, post or telephone, please use the contact information provided above.

Your right to complain

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns.