

TRADES HOUSE OF GLASGOW

Privacy Notice

What we need

The Trades House of Glasgow will be the "controller" of the personal information that you provide to us.

When you become a Trustee of Trades House of Glasgow or a member of any Committee within Trades House we will store and use the personal information that you provide to us. We may ask you for additional personal information during the period when you are a Trustee and this shall be collected, stored and used in accordance with this privacy notice.

Why we need your personal information – legitimate purposes

We shall process your personal information in pursuit of our legitimate interests to:

- As a Trustee of the Trades House of Glasgow we are obliged to keep you informed about all of the activities of Trades House by sending you communications with information for upcoming Trustee meetings, Committee meetings and events;
- As a member of a Trades House committee we are obliged to keep you informed about all of the activities of Trades House by sending you communications with information for upcoming Trustee meetings, Committee meetings and events;
- invite you to attend other meetings and events that Trades House is participating in;

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for these purposes. If you wish to object to any of the above processing, please contact:-

The Chief Executive and Clerk,
John Gilchrist,
Trades House of Glasgow,
Trades Hall,
85 Glassford Street,
Glasgow G1 1UH.
Email: john.gilchrist@tradeshouse.org.uk

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. When we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

We will not share your personal information with external third parties, but we may in some circumstances be required to share personal information so as to comply with statutory obligations. In the event that we do have to share personal data with external third parties, we will only share such personal data strictly required for the specific purposes stated and take reasonable

steps to ensure that recipients shall only process the disclosed personal data in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by us for the purposes set out above.

How long we keep your personal information

We keep your personal data for the following period of time:-

- The period when you are an active House Trustee or Committee member.
- Details of ex Trustees are kept for the historical records of the Trades House of Glasgow

Your rights

You can exercise any of the following rights by writing to:-

The Chief Executive and Clerk,
John Gilchrist,
Trades House of Glasgow,
Trades Hall,
85 Glassford Street,
Glasgow G1 1UH.
Email: john.gilchrist@tradeshouse.org.uk

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by us will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

Scottish Charity No. SCO 40548