

# **Scottish Woodlot Association Limited**

## **Privacy notice**

The Scottish Woodlot Association Limited (SWA) takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

### **Information from you**

When you register as a member of SWA or renew your membership, contact us for assistance or information, sign up for a newsletter or participate in an event, we may ask you for, or you may provide us with, some or all of the following personal information:

- Contact details – e.g. name, address, email address and phone number.
- Forestry Background & Experience – e.g. chainsaw tickets held, skills and experience in the industry, and your interests in Woodlot Licences and small scale forestry.
- Safety and emergency details – e.g. next of kin, relevant health conditions, dietary requirements.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

### **Why we need your personal information – contractual purposes**

We need to collect our members’ and customers’ personal information so that we can manage your relationship with us. We may use our members’ and customers’ personal information to:

- Provide you with core member services, including confirmation of membership, end of year renewal.
- Organise SWA activities and manage risk and safety if you attend an event.

### **Why we need your personal information – legitimate purposes**

We also process our customers’ and members’ personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the SWA, opportunities to get involved in SWA training, general meetings, information about woodland, or other events.
- Raise awareness of the SWA’s activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.

- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.
- Undertake research.

### **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members and customers for the purposes of complying with obligations under:

- Industrial and Provident Societies Act 1965, replaced by The Co-operative and Communities Benefit Societies Act 2014, which requires us to maintain a register of members, including name, address, shareholding, Director positions, date admitted to membership and date on which membership ceased, to hold general meetings, issue notices and AGM voting arrangements.

### **Other uses of your personal information**

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

### **Who we share your personal information with**

We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

### **Third party suppliers with access to members' and customers' personal data**

The SWA may use third party suppliers to provide services. These suppliers may process personal data on our behalf as “processors” and are subject to contractual conditions to only process that personal information under our instructions and protect it. In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes. For example:

- Deans are our accountant and receives copies of paperwork (e.g. invoices, travel and subsistence claim forms) whilst producing our annual accounts.
- Creatomatic hosts our website
- We sometimes use Contractors to provide support and services to Members and those who have contacted us for assistance or information.

## **How we protect your personal information**

Your personal information is accessed by our Administrator and any other relevant Co-op members only for the purposes set out above. It is stored by the SWA in password protected computers and locked filing cabinets.

## **How long we keep your personal information**

We only keep your personal information for as long as necessary to meet our statutory requirements and provide you with membership services. We will review and delete your personal information when members cease to be members of the SWA.

## **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a “subject access request”.

You can contact us at [info@scottishwoodlotassociation.co.uk](mailto:info@scottishwoodlotassociation.co.uk), or at Scottish Woodlot Association Limited, 'Coppice Lea', Summerhill, Lochmaben, Dumfriesshire, Scotland, DG11 1RN

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

The Scottish Woodlot Association Limited was registered in Scotland in 2012 as an Industrial and Provident Society Reg. No. 2755RS  
Registered Office: 'Coppice Lea', Summerhill, Lochmaben, Dumfriesshire, Scotland DG11 1RN