



**FRIENDS OF  
ROXBURGHE HOUSE GRAMPIAN**  
(A Scottish Charitable Incorporated Organisation)



SCIO Registered No SC 009220  
Tel: 01224-557074 (answering machine only)  
[www.friendsofroxburghehouse.co.uk](http://www.friendsofroxburghehouse.co.uk)

**ASHGROVE ROAD  
ABERDEEN  
AB25 3BX**

## PRIVACY POLICY

### Introduction

Preservation of your privacy is important to Friends of Roxburghe House Grampian and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

Personal information includes any information that identifies you personally, such as your name, address, email address or telephone number.

Friends of Roxburghe House Grampian recognises that your privacy is very important and so we want you to be confident with the way we handle your personal information. We have outlined below how the Charity collects, uses, discloses, and protects this information.

References to “we”, “us”, or “our” in this Privacy Policy are references to Friends of Roxburghe House Grampian, a Scottish Charitable Incorporated Organisation (SCIO), registered charity number: SC 009220.

### 1. Information being collected

- 1.1 We will collect personal information from you when you;
- become a trustee,
  - register as a member,
  - select us as a chosen charity, or
  - make a donation.

This may include your name, title, email address, physical address and telephone numbers.

### 2. Our use of this information

- 2.1 Your personal information will only be used to;
- administer trustee and membership records,
  - administer donations received,
  - promote the interests of the charity, and
  - maintain our own accounts and records.
- 2.2 We currently do not share your information with any third parties



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### 3. Retention period

3.1 Friends of Roxburghe House Grampian will retain your data only as long as necessary for its purposes described. Please note however, that even after termination of your relationship with Friends of Roxburghe House Grampian, the charity may still need to retain your personal data to satisfy its obligations to keep certain records for particular periods under applicable law.

3.2 Our records retention schedule is;

- |  |                          |
|--|--------------------------|
| • Trustee Membership                             | 6 years' post Trustee    |
| • Friends of Roxburghe House Grampian Membership | 6 years' post Membership |
| • Fundraiser                                     | 6 years' post contact    |
| • Donor  | 6 years' post contact    |

### 4. Security

4.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

4.2 Communications in connection with our stated use may be sent by e-mail. For ease of use and compatibility, communications will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects, we cannot bear responsibility for all communications being virus-free.

### 5. Cookies

5.1 Cookies are small text files placed on your computer to store data used by the websites that you visit. They are used to make websites work more effectively and to provide certain information to the site owners.

5.2 We currently do not use cookies.

### 6. Data subject rights

6.1 You have the right to request access to, copies of and rectification or erasure of personal data held by Friends of Roxburghe House Grampian and to object to processing. In addition, you may have rights to restrict the processing of your personal data and to data portability.

6.2 If you would like us to correct or update any information, or if you would like information deleted from our records, then please email us at [secretary@friendsofroxburghehouse.co.uk](mailto:secretary@friendsofroxburghehouse.co.uk) or write to the Secretary at Friends of Roxburghe House Grampian, Ashgrove Road, Aberdeen, AB25 3BX.



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**7. Right to complain to supervisory authority**

7.1 You have the right to lodge a complaint against Friends of Roxburghe House Grampian regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

**8. Other information**

8.1 This privacy policy may be updated from time to time, so please check it periodically. Our policy was last updated on 25 May 2018.