

PRIVACY POLICY



As part of our work, we collect and process personal data about the people who interact with us. The kind of data we collect depends on how people use our services, whether supporting our campaign or booking on training courses.

We only collect the bare minimum we need to offer our services and do our work. We are completely committed to protecting your data and privacy, and pride ourselves on taking great care to ensure it stays completely safe.

We promise we'll never share or sell your personal data to a third-party organisation for marketing, fundraising or campaigning purposes.

Personal data

ASH Scotland has an 'opt-in only' communication policy. This means that we will only send communications to those that have explicitly stated that they are happy for us to do so via their preferred channel. Any personal data collected through this website will be treated as confidential in line with the principles of the Data Protection Act 1998. We have also updated our privacy policy in accordance with the General Data Protection Regulation.

Bulletin mailing lists

We use a third party provider, MailChimp, to deliver our e-newsletters. We gather statistics around email opening and clicks using industry standard technologies including clear gifs to help us monitor and improve our e-newsletter. For more information, please see [Mailchimp privacy policy](#).

Blogs

[Our blog](#) is hosted by Medium: Medium's privacy policy is [here](#).

Online learning courses

[ASH Scotland's e-learning courses](#) are hosted on Moodle. Moodle has a [Privacy notice](#) which all logged-in users must agree to in order to proceed further on the site

Twitter

We use Sprout Social to manage our Twitter accounts. If you send us a private or direct message via social media the message may be stored by Twitter. It will not be shared with any other organisations. For further information please see [Twitter's privacy policy](#).

Applying for a job at Ash Scotland

When you apply for a job with us, your personal data will be collated to monitor the progression of your application, and the effectiveness of the recruitment process through the statistics collected. Where we need to share your data – such as for gathering references, you will be informed beforehand. These checks are only done after a position has been offered only to the successful candidate.

Personal data about unsuccessful applicants are held for 12 months after the recruitment exercise is complete for that vacancy. You, as an applicant, can ask us to remove your data before this time if you do not want us to hold it. If we feel there is another suitable vacancy available, we will contact the applicant prior to sharing your application details with the relevant manager.

Once you have taken up employment with Ash Scotland, we will compile a file relating to your employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain the file in accordance with the requirements of our retention schedule and then delete it from our files.

Retention of data

Whatever your relationship with us, we will only store your information for a specified amount of time.

The length of time that data will be kept may depend on the reasons for which we are processing the data and, on the law, or regulations that the information falls under, such as financial regulations, Limitations Act, Health and Safety regulation etc., or any contractual obligation we might have – such as with government contracts or if we have a business case, such as with research data. For business case data, we will anonymise the data, so no individual is identifiable.

Personal data about unsuccessful applicants are held for 12 months after the recruitment exercise is complete for that vacancy.

Once the retention period has expired, the information will be confidentially disposed or permanently deleted, or anonymised.

Your rights

You have the right to request a copy of the information that we hold about you and we want to make it as easy as we can for you access this. You can make a 'subject access request' to find out what personal information we hold about you. We would give you a description of the data held; tell you why we are holding it; tell you who it could be disclosed to and let you have a copy of the information in an intelligible form. We will respond within one month as required by data protection legislation.

If you want to make a 'subject access request' please write to us at the address below or by emailing enquiries@ashscotland.org.uk.

How to contact us

If you:

- Have any questions or feedback about this notice
- Would like us to stop using your information
- Want to exercise any of your rights as set out above, or have a complaint

You can contact us by dropping us a line at enquiries@ashscotland.org.uk. Or if you'd like to, you can write to us at:

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8 Frederick Street
Edinburgh
EH2 2HB