**Personal Information Policy**

1. **Introduction:** The Data Protection Act 2018 and the General Data Protection Regulations (GDPR), which came into force in May 2018, regulate how organisations like Linlithgow Burgh Trust acquire, store and use personal information. This policy sets out how Linlithgow Burgh Trust complies with these requirements.
2. **General Principles**: Linlithgow Burgh Trust (LBT) shall only acquire such personal information as is needed for the effective running of LBT, shall seek explicit consent to issue communications, shall hold personal information securely and will not pass personal information on to other organisations.
3. **Information Held:** LBT will ask members, volunteers and those who make donations to LBT for full contact details so that we can maintain a Register of Members and can issue communications from time to time. This will include name, address, email address and phone numbers. In addition, LBT will hold details of Gift Aid Declarations made, of donations received, of subscription payments made, of joining and resignation dates and of relevant interests, such as identifying those who have volunteered to assist Burgh Beautiful Linlithgow.
4. **Uses of Personal Information:** LBT shall use the personal information that it holds to maintain a Register of Members, to issue notices to Members, to circulate its Annual Report and Newsletter, and to make claims in respect of Gift Aid. LBT may also circulate relevant information from time to time, subject to receiving the individual’s consent.
5. **Consent:** LBT shall ask for specific consent to contact individuals to inform them of matters related to the work of LBT. Where such consent is not given, LBT shall hold only such personal information as is required for the administration of LBT.
6. **Access:** Any person for whom LBT holds personal information may ask for a copy of the information held, and it shall be provided to them within two weeks of being requested.
7. **Corrections:** LBT shall endeavour to keep personal information correct and up to date. If informed of corrections or changes to personal information, LBT shall update the personal information held without delay.
8. **Timescale:** LBT shall hold personal information while the person involved is a member of LBT or assists LBT by providing voluntary help or by making donations to LBT. If the person ceases to be involved as above, LBT shall retain the personal information for an additional period of five (5) years. The personal information shall be removed at the end of this period.
9. **Information Storage:** LBT shall store personal information on a password protected computer system. Paper records (such as Membership Application Forms and Gift Aid Declarations) shall be held securely.
10. **Sharing Information:** LBT shall not share the personal information that it holds with any other organisation.
11. **Alterations:** This document may only be altered by the Board.