



Scottish Love in Action - Privacy and Security Policy

Scottish Love in Action (SLA) is committed to protecting its supporter's personal information.

Who are Scottish Love in Action

Scottish Love in Action is an Edinburgh based charity set up to help transform the lives of vulnerable children in India. We do this by partnering with grassroots Indian organisations that care for and educate such children, strengthening these ties by sending groups of volunteers to assist our partners in the day-to-day running of their projects.

The SLA Board of Trustees directs strategy and ensures good governance and financial management in accordance with charity law. Our Indian partners all provide SLA with annual audited accounts which the SLA team reviews during annual visits.

In order to achieve our annual fundraising targets, SLA staff members and volunteers implement a fundraising strategy for income streams from Regular Giving, Annual fundraising events, Appeals, Volunteer expeditions, Trusts and other organisations.

The full legal information for SLA is:

Scottish Love in Action,
Greyfriars Charteris Centre,
138-140 The Pleasance,
Edinburgh
EH8 9RR
Scottish Charity Number: SCO30516
Company number: SC280397

Other contact details:

Telephone: 0131 629 9112
Email: enquiries@sla-india.org

What is personal data?

Personal data is information that can be used to help identify an individual, such as name, address, telephone number(s) or email address.

This policy applies to our website, our use of emails and text messages for marketing purposes, and any other methods we use for collecting information. It covers **WHY** we collect personal data; **WHOSE** personal data we process; **WHAT** personal data is processed; **WHEN** personal data is processed; and **WHERE** personal data is processed.

WHY do we collect and use personal data?

- Administration of our salaried staff
- Administration of our volunteers, both regular and occasional
- To provide goods and/or services, either online or face to face
- To distribute occasional newsletters and Annual Reports to donors and other supporters who have expressed interest in receiving them
- To maintain contact details for suppliers of goods and/or services
- To fulfill our legal obligations e.g. evidence of Gift Aid contributions

WHOSE personal data is processed?

- Salaried staff
- Volunteers
- Donors and supporters
- Others who have purchased goods or services or attended fund raising events
- Business contacts/suppliers

SLA will only ever collect the information we need – including data that will be useful to help improve services. We collect two kinds of information:

Non-personal information such as IP addresses (the location of the computer on the internet), pages accessed and files downloaded. This helps SLA to determine how many people use our website, how many people visit on a regular basis, and how popular our pages are. This information does not tell SLA anything about who you are or where you live. It simply allows SLA to monitor and improve our service.

Personal information such as name, postal address, phone number, email address, date of birth (where appropriate), etc.

WHAT and WHEN does SLA use your information for?

We will use the information you provide to:

- fulfil your requests – such as applications for membership, donations, competition entries, participation in campaigns and provision of information
- process sales transactions, donations, or other payments and verify financial transactions
- identify visitors and contributors
- handle orders, deliver products and communicate with you about orders
- communicate with our supporters and customers
- if you have agreed to it, provide you with information that SLA think may be of interest to you.

Sharing your information

We will only share your information if:

- We are legally required to do so, e.g. by a law enforcement agency legitimately exercising a power or if compelled by an order of the Court.

WHERE your information is stored

Information is stored by SLA on computers located in the UK. We may transfer the information to other offices and to other reputable third party organisations as explained above – they may be situated inside or outside the European Economic Area. We may also store information in paper files.

What we don't do with your information

We never sell or share your information to other organisations to use for their own purposes.

Your rights

The Data Protection Act gives you certain rights over your data and how it is used by SLA. These include:

- the right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed
- the right to prevent your data being used for direct marketing

- the right of access to a copy of the information We hold about you (known as a subject access request)

If you wish to exercise any of these rights please contact Scottish Love in Action in writing at:

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Greyfriars Charteris Centre,

138-140 The Pleasance,

Edinburgh

EH8 9RR

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