

## **Privacy Notice**

This Privacy Notice explains how Scottish Future Trust Limited (Company Number SC348382) ("**SFT**", "**we**", "**our**" or "**us**") with registered address at Thistle House, 4th Floor, 91 Haymarket Terrace, Edinburgh EH12 5HE, stores, manages, and protects your personal data in compliance with UK data protection legislation.

Please read the following notice which explains how we collect, use and handle the personal data that we receive from you when you submit an expression of interest or an application for funding for Creative Scotland/National Lottery's "Adapted Cultural and Creative Buildings: Contributing to the Resilience of Scotland's Cultural and Creative Estate" funding programme. We act as a controller of your personal data, which means we are responsible for deciding how we process your personal data.

### **THE PERSONAL DATA WE COLLECT ABOUT YOU**

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store, and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, last name, title and name of employer.
- **Contact Data** includes work and personal addresses, email address and telephone numbers.
- **Financial data** includes bank details where relevant

We do **not** collect any special categories of personal data nor any information about criminal convictions or offences. **Special categories of personal data** means personal data about your racial or ethnic origin; religious or philosophical beliefs; health; sex life or sexual orientation; genetic data; or biometric data for the purpose of uniquely identifying you.

## **HOW WE OBTAIN YOUR PERSONAL DATA**

We will access your personal data directly from you when you complete an application form or an expression of interest form for the funding programme.

## **HOW WE USE YOUR PERSONAL DATA**

In general terms, we collect and use personal information to:

- identify you as the applicant, for example, to look at your website;
- contact you, for example, to [clarify elements of your application], and to tell you whether your application for funding has been successful;
- to update our list of recipients awarded grant funding;
- to ensure that funded activities can continue for the length of the grant agreement;
- to ensure that you meet the eligibility requirements for the grant; and
- in social media content and on our website to promote SFT, the funding programme and your project

## **HOW WE SHARE YOUR PERSONAL DATA**

Most personal data is kept within SFT, but it's sometimes necessary to share this personal data with others. This is usually when your application or expression of interest is being assessed. In these circumstances we might share your data with:

- Creative Scotland in order for them to disburse the grant funding to you.
- National Lottery in order for them to confirm disbursement of the grant funding to you.

## **LAWFUL BASIS FOR PROCESSING**

We must process your personal data so we can assess funding applications for the funding programme and as a result we are processing your data for the performance of a task carried out in the public interest.

This means you have the right to:

- access your information
- have incorrect information about you corrected
- restrict the use of your information where:
  - we are using incorrect information;
  - our use of your data is unlawful and you want us to restrict its use rather than delete it;
  - SFT doesn't need your information any more but you need it for legal action;
  - you have the right to object to information being used, and you are using that right.
- object to your information being used by SFT because of your particular situation

## **YOUR PERSONAL DATA RIGHTS**

You have a number of rights under UK data protection laws in relation to your personal data.

Subject to applicable limitations, you have the right to:

- Receive certain information about our processing;
- Request access to the personal data that we hold about you (often known as a data subject access request);
- Request transfer, correction, deletion, of your personal data;
- Object to or request restriction of processing;
- Object to decisions based solely on automated processing, including profiling;
- Be notified of a personal data breach;
- Complain to the Information Commissioner's Office; or
- Withdraw your consent to processing (if we process your personal data on the basis of your consent). The deemed result of this withdrawal of consent will be the

withdrawal of your grant application.

The **UK Information Commissioner** also has more information about your rights on its website.

To make a data subject access request please write to the **Data Protection Officer** giving us your name and contact details and a description of the data you want to see. We will respond as soon as we can and by 30 days after your request at the latest. We might ask you to provide some form of identification so we don't give data about you to the wrong person by mistake.

### **DATA RETENTION**

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and other applicable legal and regulatory requirements.

### **CONTACT INFORMATION AND FURTHER ADVICE**

Should you have any questions regarding the use of your data or this policy, please contact us by the following methods:

In writing: Data Protection Officer, Scottish Futures Trust Limited, Thistle House, 4th Floor, 91 Haymarket Terrace, Edinburgh, EH12 5HE.

By email: [DPO@scottishfuturestrust.org.uk](mailto:DPO@scottishfuturestrust.org.uk)

## COMPLAINTS

We seek to resolve all complaints about how we handle personal information directly. Our complaints procedure can be accessed [here](#). You can also lodge a complaint with the Information Commissioner's Office, using the contact details provided below:

Online: <https://ico.org.uk/global/contact-us/contact-us-public/>

By phone: 0303 123 1113

By post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF