



## **DATA PRIVACY NOTICE**

### **Who are we?**

Scottish Community Safety Network (SCSN) is a registered Scottish Charity (SC357649) and Company Limited by Guarantee in Scotland (SC040464). We are primarily a membership organisation that brings together representatives from across the community safety sector.

### **How do we process your personal data?**

SCSN complies with its obligations under the General Data Protection Regulations (GDPR) by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purpose:

- To administer the online training you have signed up for. Without your personal data, we are unable to register and administer the online training.

The legal basis for processing your personal data is:

- For the legitimate interests of SCSN, except where such interests are overridden by the interests, rights or freedoms of the data subject.
- We have a legitimate interest in processing your data in order to administer the online training.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with SCSN.

### **How long do we keep your personal data?**

We will keep your personal data for no longer than reasonably necessary and we only retain your data until you delete your online account.

## **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which SCSN holds about you
- The right to request that the SCSN Network corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for SCSN to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that SCSN provide you with your personal data and where possible, to transmit that data directly to another data controller
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioners Office

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact:

Dawn Exley  
Business Support Officer  
Scottish Community Safety Network  
34b Thistle Street North West Lane  
Edinburgh  
EH2 1EA

Tel: 0131 225 8700

Email: [dawn.exley@scsn.org.uk](mailto:dawn.exley@scsn.org.uk)

For further information on how we process data, please read our full [privacy policy](#).