

# Privacy Policy

Public



## Introduction

LandTrust is one of the largest environmental bodies/ approved bodies in Scotland, we have facilitated many environmental projects which are funded by the Landfill Communities Fund (LCF) and the Scottish Landfill Communities Fund (SLCF). These are tax credit schemes enabling operators of Landfill Sites in Scotland and England to contribute money to organisations enrolled with SEPA or Entrust. We have a proven track record in working with landfill operators and project applicants to secure funding and oversee projects to completion.

Our Privacy Policy is aimed to provide transparency, to be clear and concise about what personal details LandTrust require, why we need them, how it will be used, who it is shared with and your rights.

## Legitimate Interest

This is the legal basis for processing your data to enable us to assist and communicate with you. Without your details we would not be able to respond to project queries, progress a funding application, process funding or remain lawfully compliant.

Your personal details are only used in ways you would reasonably expect for us to remain in contact with you regarding funding a project under the Landfill Communities Fund or Scottish Landfill Communities Fund.

## What personal data we collect?

- We primarily collect contact information such as your name, address, telephone number, email address;
- The project details, address, number and a contact name/position.

To allow LandTrust to process and communicate with applicants effectively, as well as remain compliant with our regulators, we require personal information.

## How we use personal data?

- To process your application;
- To communicate with you by email, post or phone regarding any application or funding queries;
- To administer records, including regulatory requirements;
- To process funding and make payments compliantly;
- To obtain information, documents or updates regarding your project, whether at application stage or after being awarded funding;
- To process and complete Contributing Third Party requirements;
- To arrange representatives to attend your events.

Most of the data we collect is not personal data as we are primarily focused on the project details rather than the individual submitting on behalf of the project. This use of personal information is solely for communicating with you about your project.

## Third Parties

In order to process your application or release payments we need to pass your details to our trusted Third Parties. These parties include our Consulting Accountant, Company Lawyer, Landfill Operators, our regulators - SEPA and Entrust, and Board Members and employees of LandTrust.

*NB: We will not pass any personal data to third parties who are not involved in processing your application or not directly involved with the operations of LandTrust.*

### **Protecting your data**

The personal data we obtain is processed in accordance with all relevant data protection legislation. When this legislation is amended or replaced, we review and update our data policy accordingly.

Your data is always securely processed and transmitted, protecting against unlawful processing. Your data will not be disclosed to any external organisations except those acting as agents for LandTrust. We hold all data on a password protected computer and within a secure office.

### **Retention of your details**

As a general rule we keep your personal information only for as long as we need it. However, where we have statutory obligations to keep personal information for a longer period or where we may need to your information for a longer period in case of a legal claim, then the retention period may be longer. After this time, data will be securely deleted.

### **Your rights**

General Data Protection regulation (GDPR) provides the following rights for you as an individual:

#### The right to be informed

You have the right to be informed about the collection and use of your personal data. The information is contained within our Privacy Policy.

#### The right of access

You have the right to access a copy of the personal data we hold. LandTrust has a thirty day time period to reply to your request.

#### The right to rectification

You have the right for any personal information we hold to be updated if it is inaccurate or incomplete

#### The right to erasure “the right to be forgotten”

You have the right to request that your personal data be erased, where:

- The personal data we hold is no longer necessary for the purpose for which we originally collected or processed it for;
- You object to the processing of your data and there is no legitimate interest to continue this processing.

### **Contacting Us**

If you wish to exercise any of your rights or require any information relating to our Privacy Policy please contact us at:

Telephone: 0141 330 2012

Email: [stephen.rees@landtrust.org.uk](mailto:stephen.rees@landtrust.org.uk)

This Privacy Policy was last updated July 2018.

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