



Privacy Notice

About us

Unicorn Preservation Society (*we', 'us', 'our' or the 'Society'*) gathers and processes your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

Our registered office is:

14 City Quay,
Dundee,
DD1 3JA

We are a Company registered in Scotland, registration number SC046145 and are registered with the Information Commissioner's Office and listed on the Register of Data Controllers under registration number Z3156925; we act as a Data Controller and Data Processor.

Our Data Protection Lead is the Company Secretary and they can be contacted at the above address.

Information we process

The data we collect is set out on page 2. How long we keep your data is set out on page 4.

Why we process your data

Unicorn Preservation Society takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us contacting you with publicity or fundraising information, you are free to withdraw consent at any time.

The purposes and reasons for collecting and processing your personal data are:

- The performance of the contract between you, as Friend of the Society or as a Volunteer (where applicable);
- Our supporters are, with your consent, interacting with you whilst on board;
- You have made a donation Unicorn Preservation Society which may or may not be subject to Gift Aid;
- You have previously expressed an interest in the works of the Society and wish to remain informed about our work and fundraising;
- Fulfilling our legal obligation for compliance, business accounting and tax purposes.

Collecting your data

We collect information using the following methods:

- Paper forms;
- Telephone calls;
- Email;
- Face to face.

Our website collects website usage information via Cookies.

Data we collect

Unicorn Preservation Society processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

The personal data we collect varies depending on your relationship with us. Typically, this will be as follows:

Friends & supporters	Volunteer	Corporate beneficiary	Personal beneficiary	Event attendee
<ul style="list-style-type: none"> Name Date of Birth Gender Contact Address(es) Contact Email(s) Contact Telephone Number(s) Consent information Bank account number & sort code Spouse & guests Contact preferences Contact history Dietary requirements Accessibility requirements Events attended and your guests 	<ul style="list-style-type: none"> Name Date of Birth Gender Contact Address(es) Contact Email(s) Contact Telephone Number(s) Consent information Passport Number, Driver's License Number or other form of identity check Basics/PVG outcome Contact preferences Contact history Dietary requirements Accessibility requirements Activity preferences Special skills 	<ul style="list-style-type: none"> Name Contact Address(es) Contact Email(s) Contact Telephone Number(s) Contact preferences Contact history information Benefit received Bank account number & sort code Legal entity registration number 	<ul style="list-style-type: none"> Name Gender Contact Address(es) Contact Email(s) Contact Telephone Number(s) Contact preferences Contact history information Consent information Service used 	<ul style="list-style-type: none"> Name Gender Contact Address(es) Relationship to Member or Supporter Dietary requirements Accessibility requirements Events attended
			Donor <ul style="list-style-type: none"> Name Home Address Contact Email(s) Consent information Tax status 	<ul style="list-style-type: none"> Bank account number & sort code Contact preferences Contact history Amounts donated Gift aid recovery

Legal bases of processing

Friend and Supporter data is processed on the basis of consent. We will seek your consent to hold and process your data using the form appended to this Privacy Notice.

Where you have donated money, data is processed on the basis of fulfilling a legal obligation where that donation has been made under gift aid. For other donors we may process your personal data for the purposes of our legitimate interests, provided that these uses aren't outweighed by your rights or interests; you may opt out by contacting us through <http://www.frigateunicorn.org/contact>.

Volunteer data is processed on the basis of fulfilling a legal obligation and legitimate interest.

Event attendee data is processed on the basis of fulfilling a legal obligation and legitimate interest; we wish to ensure, among other things, that you are both able to gain access to the event you are attending and have any special dietary needs met.

Your Rights

You have the right to access any personal information that Unicorn Preservation Society processes about you and to request information about: -

- What personal data we hold about you;
- The purposes of the processing;
- The categories of personal data concerned;
- The recipients to whom the personal data has/will be disclosed;
- How long we intend to store your personal data for;
- If we did not collect the data directly from you, information about the source.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

Sharing and disclosing your personal information

We may disclose your data to our affiliated organisations and subsidiaries, and to service providers who render services to us or you on our behalf (all of which are contractually obligated to act only on our instructions and in accordance with applicable laws, including GDPR). We also may disclose your information if required by law, requested by law enforcement authorities or to enforce our legal rights, such as pursuant to a subpoena or to HMRC when you claim Gift Aid. We may share your information in connection with a cessation, transfer of engagements or re-organisation of the Unicorn Preservation Society, but in any such case, the terms of this Policy will continue to apply.

Our service providers include:

- Auditors – we are obliged to have an audit of our financial statements each year;
- Business consulting – we obtain business support for governance, risk management and compliance;
- Communication providers – to assist us with the processing and delivery of email, bulk email and other communications;
- Information Technology services are supported by an outsource IT provider and we use a CRM system to hold and maintain much of the data identified on page 3;
- Legal services – occasionally it is necessary to share data about specific individuals to ensure that their or our needs are properly addressed or protected;
- On-line donation services – these are used by many contributors to make donations to us;

Safeguarding Measures

We take your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place.

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to us however, as this information is required for us to provide you with our services/deliver your products/legitimate interests, we will not be able to offer some/all of our products or services without it.

How Long We Keep Your Data

We only ever retain personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. The length of time we keep your data for varies depending on your relationship with us. Typically, this will be one of the following:

Friends & supporters	Volunteer	Corporate beneficiary	Personal beneficiary	Event attendee
Your name, addresses and date of birth data will be held indefinitely.	Two years beyond the date of your last supporting or volunteering activity	Six years beyond the date of last donation	Six months beyond the receipt of service	Where attached to an Order Member, in accordance with the Order Member retention.
All other data will be securely destroyed six years following the date of cessation of Friendship or last support.			Donor Six years beyond the receipt of benefit	Otherwise, six months beyond the date of the event

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Special Categories Data

Owing to the nature of our purpose and the charitable benefit that we offer, Unicorn Preservation Society sometimes need to request sensitive personal information from you to ensure that you are properly supported when attending a meeting, an event or function. Where we collect sensitive personal data, we will only request the information required for the specified purpose and always ask for your explicit consent through a signature. You can modify or remove consent at any time, which we will act on immediately, unless there is a legitimate interest or legal reason for not doing so.

Lodging a complaint

Unicorn Preservation Society only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you may lodge a complaint in writing or by telephone.

You also have the right to lodge a complaint with the supervisory authority.

Our details		Information Commissioner's details
Company Secretary, Data Protection Lead, 01382 200900	Unicorn Preservation Society The Vision Building, 20 Greenmarket, Dundee, Angus, DD1 4QB	45 Melville St, Edinburgh EH3 7HL 0131 244 9001