

ARMADALE SHED

Privacy Notice

Last updated: September 2026

This Privacy Notice explains how Armadale Shed collects, uses, stores and shares personal information. It applies to members, prospective members, volunteers, visitors, supporters, donors, suppliers, representatives of partner organisations and other people who interact with us. It should be read alongside any additional privacy information provided at the point where particular information is collected.

1. Who we are

Armadale Shed is a Scottish Charitable Incorporated Organisation (SCIO), registered with the Office of the Scottish Charity Regulator (OSCR) under Scottish Charity Number SC046618.

For the purposes of UK data protection law, Armadale Shed is the data controller. This means that we are responsible for deciding why and how personal information is collected, used, stored and shared.

Armadale Shed is registered with the Information Commissioner's Office (ICO) under registration reference ZC050809.

General privacy enquiries

Armadale Shed
7 South Street
Masonic Place
Armadale
West Lothian, EH48 3EN
Email: info@armadaleshed.org.uk

Data Protection Officer

Our Data Protection Officer is Nicholas Gribben. You can contact the Data Protection Officer directly at nicholas.gribben@armadaleshed.org.uk.

2. Our commitment to your privacy

We take the privacy, confidentiality and security of personal information seriously. We aim to collect only information that we genuinely need, explain how it will be used, keep it accurate and secure, restrict access appropriately, and retain it only for as long as necessary.

We process personal information in accordance with applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation as amended from time to time.

3. Who this notice applies to

Depending on the circumstances, this notice may apply to personal information relating to:

- members, former members and prospective members;
- volunteers and people helping with Shed activities;
- visitors, guests and people attending activities, events or training;
- supporters and donors;
- trustees, office-bearers and other people involved in governance;
- suppliers, contractors and professional advisers;
- representatives of partner organisations, funders and other community bodies;
- people making enquiries, requests, complaints or providing feedback;
- emergency contacts; and
- website, online-form and social-media users.

Not every part of this notice will apply to every person. The information we collect and the way we use it depends on your relationship with Armadale Shed and the reason for the interaction.

4. Personal information we may collect

Contact and identification information

- name;
- postal address;
- email address;
- telephone number;
- age or date of birth where relevant;
- emergency contact details; and
- other information reasonably required to identify or contact you.

Membership, volunteering and participation information

- membership applications, renewals and membership status;
- dates of membership and attendance records;
- activities, groups, events or training attended;
- membership, session or activity fee records;
- volunteering roles and contributions;
- skills, interests or preferences where relevant to Shed activities;
- records of communications relating to membership or participation; and
- information required to administer activities or support safe participation.

Health, disability and accessibility information

Where it is relevant and proportionate, we may collect information about health or medical conditions, disabilities, accessibility requirements, reasonable adjustments, allergies, mobility or communication needs, or other information relevant to safe participation or an emergency.

Health and disability information is special category personal data and receives additional protection under data protection law. We will only seek this information where there is a genuine reason for doing so and will restrict access to those who need it.

Financial and transaction information

- membership and session fees;
- donations and fundraising payments;
- purchases and sales;
- expenses and reimbursements;
- banking or payment information where needed to process a transaction; and
- other accounting or financial records required for the administration of the charity.

We do not normally retain full payment-card details. Where card payments are used, payment information may be processed by the relevant payment provider under its own security arrangements.

Communications and case records

- emails and letters;
- online enquiries;
- notes of telephone or face-to-face discussions where appropriate;
- complaints, concerns and feedback;
- incident or accident records; and
- other correspondence where retaining a record is necessary.

Photographs, video and audio

We may take or receive photographs, video or audio recordings in connection with Shed activities, events or projects. These may be used to record our charitable activities, communicate with members, support funding or reporting, or promote the Shed through our website, social media, newsletters or other communications.

Where appropriate, we will seek consent or otherwise make people aware when identifiable images or recordings are intended for public use. Where we rely on consent, consent can be withdrawn for future use, although it may not always be possible to recall material that has already been lawfully published or distributed.

Website and digital information

When you use our website or other digital services, information may be collected such as IP address, browser and device information, website usage information, cookie information and information submitted through online forms. More information about cookies may be provided through our website's cookie controls or a separate Cookie Notice.

5. Where we obtain personal information

We normally obtain personal information directly from you, for example when you apply to join, update your details, attend the Shed, complete a form, contact us, make a payment or donation, participate in an activity, respond to a survey or consultation, volunteer, or interact with us online.

We may also obtain information from other sources where appropriate, including:

- another organisation making a referral or introduction;
- an emergency contact, family member, carer or representative where appropriate;
- service providers acting on our behalf;
- public authorities, professional advisers or insurers;
- partner organisations, event organisers or funders;
- publicly available sources; and
- social-media platforms where you choose to interact with us through those services.

If you provide us with another person's contact details, such as an emergency contact, please make sure they know you have provided their details to us where it is reasonably practicable to do so.

6. Why we use personal information

We may use personal information for purposes including:

- processing and administering membership applications and renewals;
- maintaining membership, attendance and participation records;
- communicating with members, volunteers, supporters and other contacts;
- responding to enquiries and requests;
- organising activities, events, training and volunteering;
- managing membership, session and other charges;
- administering donations, fundraising and other income;
- maintaining financial, accounting and charity-governance records;
- supporting health, safety, accessibility and reasonable adjustments;
- responding to accidents, incidents or emergencies;
- protecting people, premises, equipment and systems;
- managing insurance, risk and legal matters;
- conducting surveys, consultations, research, evaluation and benchmarking;
- planning, improving and evaluating our charitable activities;
- reporting to funders, regulators or other bodies where appropriate;
- promoting and recording our charitable activities;
- dealing with complaints, concerns, disputes or legal claims; and
- complying with legal, regulatory and governance requirements.

7. Lawful bases for processing

Data protection law requires us to have a lawful basis for processing personal information. The basis we rely on depends on the particular purpose and circumstances. We may rely on one or more of the following:

Contract

Where processing is necessary to enter into, administer or perform an arrangement with you, including aspects of membership, a booking, purchase, service or other arrangement you have requested.

Legal obligation

Where processing is necessary for us to comply with a legal or regulatory obligation, for example certain accounting, charity, health and safety, tax or regulatory requirements.

Legitimate interests

Where processing is reasonably necessary for the legitimate interests of Armadale Shed or, where appropriate, another person or organisation, and those interests are not overridden by your rights and interests. Our legitimate interests may include administering and developing the Shed, maintaining appropriate records, communicating with members and contacts, protecting our premises and equipment, managing enquiries and incidents, and evaluating or improving our activities.

Consent

Where appropriate, we may ask for your consent to a particular use of your information. Where we rely on consent, you may withdraw it at any time. Withdrawal does not affect the lawfulness of processing that took place before consent was withdrawn.

Vital interests

In exceptional circumstances, we may process information where this is necessary to protect someone's life or physical safety, for example in an emergency.

8. Special category personal information

Special category information includes information about health, disability and certain other particularly sensitive matters. When we process special category information, we will identify both an appropriate lawful basis under Article 6 UK GDPR and an additional condition permitted under Article 9 UK GDPR and the Data Protection Act 2018.

Depending on the circumstances, this may include explicit consent, vital interests in an emergency, or another condition permitted by law. We will not collect special category information merely because it might be useful; it must be relevant and proportionate to a genuine purpose such as safe participation, accessibility, reasonable adjustments, an emergency, or another lawful need.

9. Online forms, surveys and questionnaires

Armadale Shed may use online forms, surveys and questionnaires for administrative, operational, membership, consultation and charitable purposes. We currently use Microsoft Forms as part of our Microsoft 365 environment, although we may use other appropriate systems where necessary.

Depending on the purpose of a particular form, we may collect information such as contact details, membership or volunteering information, information required to administer an activity or service, preferences and feedback, accessibility or reasonable-adjustment information, health and safety information, information provided by representatives of other organisations, and any other information reasonably necessary for the stated purpose.

Online forms may be used for purposes including membership applications and renewals, updating member information, event or training registration, volunteering, health and safety administration, reasonable adjustments, feedback, consultations, governance and administration, incident or

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maintenance reporting, expressions of interest, research, evaluation, benchmarking, and gathering information from other organisations.

We aim to collect only information that is relevant and proportionate. Some questions may be mandatory where the information is necessary for the purpose of the form; others may be optional. Where appropriate, the form itself may provide additional privacy information explaining why particular information is requested and any arrangements specific to that activity.

Information submitted through Microsoft Forms is processed using Armadale Shed's Microsoft 365 environment and may be transferred into other authorised Shed systems where this is necessary for the purpose for which it was collected.

Where survey, consultation, research or evaluation results are reported more widely, we will normally seek to present findings in an aggregated or anonymised form where identification of an individual is not necessary.

10. CCTV

CCTV may operate at Armadale Shed premises for purposes including safety and security, protecting members and visitors, protecting Shed property and equipment, and preventing or investigating theft, damage or other incidents.

Access to CCTV recordings is restricted. Recordings are retained only for an appropriate period unless footage needs to be preserved in connection with an incident, investigation, insurance matter, complaint, legal claim or other legitimate requirement.

Where CCTV is in operation, appropriate signage will be displayed.

11. Who we may share information with

We do not sell personal information. Where it is necessary and lawful, we may share personal information with:

- service providers processing information on our behalf, including IT, cloud, website and communications providers;
- Microsoft in connection with Microsoft 365 and services such as Microsoft Forms;
- accounting, banking, payment and financial-service providers;
- professional advisers, independent examiners, auditors and insurers;
- funders and partner organisations where sharing is necessary and appropriate;
- OSCR, HM Revenue & Customs and other regulators or public authorities where applicable;
- emergency services, law-enforcement agencies or other bodies where necessary to protect people or comply with the law; and
- other organisations where you have asked us to share information or where another lawful basis applies.

Where an organisation processes personal information on our behalf, we take reasonable steps to ensure that appropriate data-protection and security arrangements are in place.

12. International transfers

Some digital, cloud or other service providers used by Armadale Shed may process personal information outside the United Kingdom. Where personal information is transferred internationally, we will rely on arrangements permitted by UK data protection law, such as UK adequacy regulations or appropriate contractual and organisational safeguards.

You may contact our Data Protection Officer if you would like further information about the safeguards relevant to a particular transfer.

13. How long we keep personal information

We do not keep personal information indefinitely. The appropriate retention period depends on why information was collected and may take account of legal, regulatory, accounting, tax, insurance, health and safety, governance or evidential requirements.

Examples of the criteria we use include:

- membership information will generally be retained while membership is active and for an appropriate period afterwards;
- financial and accounting records will be retained for the period required by applicable charity, accounting and tax obligations;
- enquiries and routine correspondence will normally be deleted when no longer required;
- health, disability and accessibility information will be reviewed and should not be retained where it is no longer necessary;
- information collected through forms, surveys and questionnaires will be retained only for as long as necessary for the purpose for which it was collected together with any applicable legal, regulatory, insurance or governance requirements;
- CCTV will normally be kept for a limited period unless footage is required for an incident or other legitimate purpose; and
- information connected with a complaint, incident, legal claim or insurance matter may be retained for longer where reasonably necessary.

Where appropriate, information may be anonymised so that it no longer identifies an individual. Anonymised information is not personal data and may be retained for statistical, historical, evaluation or reporting purposes.

14. How we keep information secure

We use reasonable organisational and technical measures to protect personal information against loss, misuse, unauthorised access, alteration or disclosure. Measures may include:

- password-protected systems and access controls;
- multi-factor authentication where available and appropriate;
- secure cloud services and managed user accounts;
- restricting access according to role and need;
- appropriate physical security for paper and electronic records;
- secure disposal or deletion of records; and

- guidance and oversight for trustees, volunteers or others who handle personal information.

No system can be guaranteed to be completely secure, but we take reasonable steps to protect the information entrusted to us and to respond appropriately if a personal-data breach occurs.

15. Your data protection rights

Depending on the circumstances and the lawful basis being used, you may have rights including:

- the right to be informed about how your personal information is used;
- the right of access to personal information we hold about you;
- the right to ask us to correct inaccurate or incomplete information;
- the right to ask us to erase personal information in certain circumstances;
- the right to ask us to restrict processing in certain circumstances;
- the right to object to certain processing;
- the right to data portability in certain circumstances;
- the right to withdraw consent where processing is based on consent; and
- rights relating to automated decision-making and profiling where applicable.

These rights do not all apply in every situation. There may also be circumstances where the law permits or requires us to retain or continue processing particular information.

Your right to object

Where we rely on legitimate interests, you have the right to object to processing in certain circumstances. You also have an absolute right to object to the use of your personal information for direct marketing. To exercise this right, contact our Data Protection Officer at nicholas.gribben@armadaleshed.org.uk.

Automated decision-making

ArmadaShed does not normally use solely automated decision-making that produces legal effects or similarly significant effects on individuals. If this changes, we will provide appropriate information about the processing and the rights available to you.

Exercising your rights

To exercise a data protection right, contact our Data Protection Officer at nicholas.gribben@armadaleshed.org.uk or write to ArmadaShed at the address shown in section 1. We may need to verify your identity before acting on a request.

16. Data protection complaints

If you are concerned about how ArmadaShed has collected, used, stored, shared or otherwise handled personal information, you can make a data protection complaint to us. Complaints may be sent to our Data Protection Officer at nicholas.gribben@armadaleshed.org.uk or to the postal address shown in section 1.

We will acknowledge receipt of a data protection complaint within 30 days, investigate it appropriately and communicate the outcome without unjustifiable or excessive delay.

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If you remain dissatisfied after raising the matter with us, you have the right to ask the Information Commissioner's Office to consider your complaint.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Website: ico.org.uk

17. Social media and other websites

Our website, emails or social-media pages may contain links to websites or services operated by other organisations. Armadale Shed is not responsible for how those organisations use personal information. You should review their own privacy information where appropriate.

When you interact with Armadale Shed through a social-media platform or another third-party service, the provider of that service may also process information about you under its own terms and privacy arrangements.

18. Children and young people

Armadale Shed's ordinary membership and activities are primarily intended for adults. If we organise an activity involving children or young people, or otherwise need to collect their personal information, we will take additional care and provide appropriate privacy information for the circumstances, including obtaining parental or other authorisation where required.

19. Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our activities, systems, service providers, legal obligations or regulatory guidance. The current version will be published on our website and the date at the top of the notice will show when it was last updated.

20. Contact us

For general privacy enquiries, contact info@armadaledshed.org.uk.

For data protection rights requests, complaints or matters requiring the Data Protection Officer, contact Nicholas Gribben at nicholas.gribben@armadaledshed.org.uk.

Postal address: Armadale Shed, 7 South Street, Masonic Place, Armadale, West Lothian, EH48 3EN.