

Privacy Policy

Wanlockhead Community Centre SCIO

Last updated: 25/06/2025

1. Who we are

We are **Wanlockhead Community Centre SCIO**, a Scottish Charitable Incorporated Organisation based in Wanlockhead — Scotland's highest village. We are run by volunteers to provide events, services, and spaces that support connection, creativity, and community.

Our contact email: info@wanlockheadcommunitycentre.co.uk

Charity number: SC048528

2. What information we collect

We may collect the following types of personal information:

- Your name and contact details (email address, phone number, address)
- Booking information (e.g. event dates, group/organisation details)
- Information you provide when you volunteer with us
- Feedback, comments, or messages you send us
- Website usage data (e.g. via cookies – see section 7)

We only collect what we need to provide services, respond to enquiries, and manage bookings and activities at the centre.

3. How we use your information

We use your personal data to:

- Respond to your enquiries or messages
- Manage bookings for events or room hire
- Communicate about activities, events, and volunteering
- Share updates or newsletters (only if you've opted in)
- Meet our legal or charitable reporting obligations

We will *never* sell or share your personal data with third parties for marketing purposes.

4. Lawful basis for processing

Under data protection law, we must have a valid reason to use your data. We rely on:

- Your **consent** (e.g. to send you updates)
- **Contractual obligation** (e.g. managing a room booking)
- Our **legitimate interest** (e.g. running and improving the centre)
- **Legal obligations** (e.g. reporting for our charity status)

5. How we store and protect your data

We take data security seriously. Your information may be stored:

- On secure, password-protected devices and systems (e.g. email, Google Drive, Wix)
- In paper form in a locked cabinet (for certain volunteer or event records)

We only keep your data for as long as necessary, and we review our records regularly to ensure they're up to date.

6. Your rights

You have the right to:

- Ask what personal data we hold about you
- Ask us to correct or delete it
- Withdraw your consent at any time
- Lodge a complaint with the **Information Commissioner's Office (ICO)** if you're unhappy with how we handle your data

To exercise any of these rights, just contact us at [insert contact email].

7. Cookies and website analytics

Our website may use cookies to understand how visitors use the site. These cookies help us improve functionality and content, but we do not use them to track individuals personally. You can control cookie settings through your browser.


8. Changes to this policy

We may update this policy from time to time. The latest version will always be posted on our website with the date at the top.

9. Contact us

If you have any questions about this policy or how your data is used, please contact:

 info@wanlockheadcommunitycentre.co.uk

 Wanlockhead Community Centre, Wanlockhead, ML12 6UT