**Privacy Notice – General Contact**

This privacy notice tells you about the information we collect from you when you engage with our organisation. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

We are Aberdeenshire Voluntary Action, the Third Sector Interface for Aberdeenshire.

You can contact us:

Aberdeenshire Voluntary Action

72a High Street

Banchory

AB31 5SS

E-mail: [enquiries@avashire.org.uk](mailto:enquiries@avashire.org.uk)

Tel: 03718 110008

Any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

When you contact us, we ask you for your name, and (if applicable), your job title, work phone, mobile and email address. If you wish, you may also provide us with a postal contact address.

**Why do we collect this information?**

We will use your information to keep up to date and accurate records of the people and organisations we engage with as part of our work with the local community and voluntary sector and to contact you with information which might be relevant to your work.

We require this information to provide services as a third sector interface.

**What do we do with your information?**

Your information is stored in the Milo database for the third sector interface network in Scotland. Milo is operated on the Salesforce platform and managed for us by Scottish Council for Voluntary Organisations (SCVO), acting as a data processor. You can find out more about SCVO at their website ([www.scvo.org.uk](http://www.scvo.org.uk)).

Your contact details will be accessible by licensed users of the system working in the third sector interface network across Scotland. Details of these individual organisations are available at: <https://www.vascotland.org/find-your-tsi>

If you ask to be made the contact for a live volunteering opportunity, your phone and email details will be published as the main contact for that opportunity.

**How long do we keep your information for?**

We will keep your information for as long as you are an active contact. If we do not have any contact with you for a period of three years, your information will be deleted from our system.

**Your rights over your information**

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

To submit a request by email, post or telephone, please use the contact information provided above.

**Your right to complain**

If you have a complaint about our use of your information, you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

**Privacy Notice – Volunteers**

This privacy notice tells you about the information we collect from you when you register to be a volunteer. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

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Any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

When you register to be a volunteer, we ask you for personal information including your name, address, email, phone, date of birth, gender, ethnic group, employment status, disability status, and any support needs if applicable. You do not need to provide us with any of this information if you prefer not to.

**Why do we collect this information?**

We will use your information to match you with relevant volunteer opportunities you may be interested in, and to keep track of the work we are doing with volunteers and community/voluntary organisations.

We require this information to provide the service to you ensure that you and volunteer-involving organisations can be appropriately supported. We also evidence the work we are doing in the local voluntary sector, which will involves openly publishing anonymous aggregated statistics.

**What do we do with your information?**

Your information is stored in the Milo database for the third sector interface network in Scotland. Milo is operated on the Salesforce platform and managed for us by Scottish Council for Voluntary Organisations (SCVO), acting as a data processor. You can find out more about SCVO at their website: [www.scvo.org.uk](http://www.scvo.org.uk)

Your data will not be shared with third parties, except where you give us permission to do so (e.g. if you ask to be put in contact with a voluntary organisation advertising a relevant opportunity).

**How long do we keep your information for?**

We will keep your information for as long as you are an active volunteer with us. If we do not engage with you for a period of three years, your personal information will then be deleted from our system.

**Your rights over your information**

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

To submit a request by email, post or telephone, please use the contact information provided above.

**Your right to complain**

If you have a complaint about our use of your information, you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

**Privacy Notice – Organisations**

This privacy notice tells you about the information we collect from you when you register as an organisation with us. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

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You can contact us:

Aberdeenshire Voluntary Action

72a High Street

Banchory

AB31 5SS

E-mail: [enquiries@avashire.org.uk](mailto:enquiries@avashire.org.uk)

Tel: 03718 110008

Any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

We collect information from you such as organisation name, website address and contact details. This is not considered personal data, although there may be cases where you use a personal or home address, which is why we want to be explicit around how this information is used and shared.

**Why do we collect this information?**

We will use your information to keep up to date and accurate records of the organisations we engage with as part of our work with the local community and voluntary sector.

We require this information to provide services as a third sector interface and to provide information to the community of organisations and activities in the area.

**What do we do with your information?**

Your information is stored in the Milo database for the third sector interface network in Scotland. Milo is operated on the Salesforce platform and managed for us by Scottish Council for Voluntary Organisations (SCVO), acting as a data processor. You can find out more about SCVO at their website: [www.scvo.org.uk](http://www.scvo.org.uk)

Your organisational data is published openly on the internet, for use in service directories, unless you choose for the information not to be published. Should you indicate your contact details are personal, we will as for your express permission to publish this.

**How long do we keep your information for?**

We will keep organisational details indefinitely, to enable us to profile the changes in the sector. Any personal contact details will be stored for a period of three years since your last engagement with us, at which your personal information will then be deleted from our system.

**Your rights over your information**

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

To submit a request by email, post or telephone, please use the contact information provided above.

**Your right to complain**

If you have a complaint about our use of your information, you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)