



## Privacy Notice – Board Directors

This notice provides details of what information we collect from you, what we do with it, and who it might be shared with. It applies to all Board Directors of Falkirk Community Trust and Falkirk Community Trading Ltd.

### Identity and contact details of the controller and the data protection officer

Falkirk Community Trust (the Trust) is the data controller. You can contact the data protection officer at:

*Data Protection Officer  
Falkirk Community Trust  
Suite 1A  
Falkirk Stadium  
4 Stadium Way  
Falkirk  
FK2 9EE*

[dpo@falkirkcommunitytrust.org](mailto:dpo@falkirkcommunitytrust.org)

### Why do we collect this information?

The information is being collected for the following purposes:

1. To comply with the Companies Act 2006
2. To comply with banking requirements and to undertake company administrative functions
3. To maintain accurate and up to date contact records

The legal basis for each purpose is set out below:

Legal basis	Purpose
Consent	
Performance of a contract	
Legal obligation	1 2 3
Vital interests	
Task carried out in the public interest	
Legitimate interests	

1. Companies Act 2006
  - General Duties of Directors
  - Companies House Registration of Directors

### What information do we collect about you?

We collect your name, address, occupation, date of birth, place of birth, passport number, telephone number, email address and details of any business interests that you hold.

We collect signatures of Directors where required for banking or other company business.

We keep copies of your communications with us and our communications to you.

We may take photographs of you where you have consented to this, for promotional purposes.

### **Where do we collect information from?**

We collect information from you through paper, electronic and telephone correspondence with you, through forms you have completed, interviews and meetings you have attended and identity documents you have provided.

### **Who might we share your information with?**

We share your information with Companies House who regulates our operations. We share date of birth, place of birth, occupation, address and passport details with Companies House as a part of the Company Director registration process.

Falkirk Council established the Trust in 2011 and the Trust carries out services on behalf of Falkirk Council. We may share your information with Falkirk Council. They are our information governance, legal, health & safety, financial, IT, child protection, insurance advisers, the owners of the sites that we manage, and their environmental health unit are our enforcing authority for health & safety.

We may share your information with Shepherd + Wedderburn our Solicitors, Drummond Laurie our Auditors and the Royal Bank of Scotland our Bankers.

We may also share your information if we are required to do so by law or with OSCR (Office of the Scottish Charities Regulator) the Scottish Information Commissioner (freedom of information), the Information Commissioner (data protection), the Scottish Public Services Ombudsman (complaints), the Health & Safety Executive (accidents).

The Trust has a duty to protect public funds. We may check your information within the Trust and with Falkirk Council for verification purposes and/or for the prevention of fraud. We may share your information with other organisations where we are required to do so for the purposes of the prevention or detection of crime.

### **Will we send your information outwith the UK?**

We do not transfer your information outwith the UK.

### **How long do we keep hold of your information? (retention period)**

1. Information is held for the duration of your term of office plus 1 year.

### **What are my rights in relation to the information held about me?**

You have the following rights:

- To see any information held about you by making a [subject access request](#).
- To withdraw consent at any time, where the legal basis for processing is consent.
- To data portability, where the legal basis for processing is (i) consent or (ii) performance of a contract.
- To request rectification or erasure of your information, where data protection legislation allows this.

### **Do I have a right to complain about the way information has been used?**

If you have a concern about the way we are collecting or using your personal data, please let us know and we will try to resolve this. If you are still concerned, you can contact the Information Commissioner:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate)

Fax: 01625 524 510

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Do I have to provide my personal data to you?**

Your obligations as a Company Director require you to provide information to us.

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