



Privacy Notice – Email Newsletter Service

This notice provides details of what information we collect from you, what we do with it, and who it might be shared with.

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
The Falkirk Stadium
4 Stadium Way
Falkirk
FK2 9EE*

dpo@falkirkcommunitytrust.org

Why do we collect this information?

The information is being collected for the following purpose:

1. To offer an email newsletter service to provide you with information about services and offers that we make available.

The legal basis of each purpose is set out below:

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

What information do we collect about you?

We collect your first name, last name and email address.

Where do we collect information from?

We collect your information should you wish to provide it through our website subscription service. You can provide information to us through our offline communication channels for example when you book a ticket.

Who might we share your information with?

We use MailChimp as our marketing automation platform.

Will we send your information outwith the UK?

The servers of our marketing automation platform supplier MailChimp are located in the United States. MailChimp is compliant with the Primary Shield framework and have the necessary certification to receive EU data.

How long do we keep hold of your information?

We keep your information for the duration of time you wish to receive the service. You are given the opportunity to unsubscribe at any time and this process is detailed in the footer of each email newsletter. You can also unsubscribe by contacting us at marketing@falkirkcommunitytrust.org

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

Do I have to provide my personal data to you?

You do not have to provide information to us, but we will not be able to provide you with the service without your contact details.

Do you use any automated processes to make decisions about me?

We do not use automated decision making processes

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