

# YOUNG SEA CHANGERS SCOTLAND PRIVACY STATEMENT

You can access most of the pages on the website without giving us your personal information. However, where you have the option to provide us with your personal information through the website, by submitting your personal information, you consent to our use of the information as set out in this privacy policy and in the privacy statements that appear on the forms through which you submit your personal information.

## Our contact details

Name: Young Sea Changers Scotland

Address: ½ Wheatfield Terrace, Edinburgh, EH11 2PA

E-mail: [contact@youthforseas.org](mailto:contact@youthforseas.org)

## The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by filling in the contact form on the website or by corresponding with us by phone, e-mail or otherwise.

We will only use your information for the purposes described when the information was originally collected.

YSCS will never trade, sell or share your personal details with any third party, charity or commercial organisation unless it is strictly necessary for processing a mailing list for which you have chosen to sign up to, or you have specifically asked us to do so.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You can remove your consent at any time by contacting us directly.**

## **How we store your personal information**

In most cases your information is securely stored on Mailchimp. If we hold your information for reasons other than for the mailing list, then it will be stored on the YSCS Google Drive, which is only accessible to YSCS staff members.

We keep your personal information only for as long as it is needed.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [contact@youthforseas.org](mailto:contact@youthforseas.org).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>