

Data Processing for Business Purposes

About this document

This document outlines how we approach data processing for contracted work.

Who we are

Keep Scotland Beautiful, Glendevon House, Castle Business Park, Stirling, FK9 4TZ
Scottish Charitable Incorporated Organisation (SCIO): Number SC030332.

We are registered in the Information Commissioner's public register of data controllers, registration number ZA287433.

General Approach

Our general approach to handling personal data is outlined in the Privacy Notice published on our website: <https://www.KeepScotlandBeautiful.org/privacy>

Data processing enquiries can be made through specified project contacts or by email: data@KeepScotlandBeautiful.org or telephone: 01786 471333.

What data do we collect?

We collect only the data required to deliver the agreed service or outcome. This may include personal data, such as contact details.

Why do we process personal data?

We only process personal data for the purpose of delivering contracted services and expected project outcomes.

We only process personal data when we have a valid lawful basis to do so.

Lawful Bases for processing personal data

In most cases, we will process personal data required for project or contracted work on the basis of one or more of the following:

- Consent
- Contract
- Legal Obligation
- Legitimate Interests

More information about the lawful bases for processing personal data is available on the Information Commissioner's Office website:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

Who has access to project data?

Access to project data is restricted to our delivery teams and partners. It is not our practice to sell, rent or otherwise disclose such data to others, unless specified under contract or required to do so by law.

How do we protect data?

We store data on our internal network, email, website and cloud-hosted services. Access to all of our systems is restricted to employees and partners with authenticated accounts.

We have service level agreements in place with our service providers.

Our systems and security measures are monitored and maintained in conjunction with our ICT Partner, including: backups; firewall policies; anti-virus software; operating system and other software patches.

Additional project-specific data processing procedures are agreed and documented as required.

For how long do we keep data?

An appropriate retention period will usually be agreed for each project, in conjunction with funders and partners and communicated clearly to participants.

With consent, we retain material for use in promotional activity for an indefinite period.