



## Findhorn, Nairn and Lossie Fisheries Trust

Fisheries Office,  
Logie Steading,  
Dunphail, Forres,  
Moray IV36 2QN

01309 611220  
[admin@fnlft.org.uk](mailto:admin@fnlft.org.uk)  
[www.fnlft.org.uk](http://www.fnlft.org.uk)

### FNLFT Privacy Notice

#### Who We Are

The Findhorn Nairn & Lossie Fisheries Trust holds certain personal data for the purpose of fulfilling its charitable objects as set out in its constitution, which includes the advancement for public benefit environmental protection and improvement by conserving and enhancing all species of freshwater fish and their environments primarily but not limited to the inland and coastal waters of the catchments of the rivers Findhorn, Nairn and Lossie. Data is held subject to our handling policy and we will only pass personal data to third parties without the consent of the data subject where it is necessary for us to do so in support of the fulfilment of our charitable objects.

The Findhorn Nairn & Lossie Fisheries Trust is a company registered in Scotland, Company No: 350687 and a registered Scottish Charity, No: SC040152. Our registered office is at R&R Urquhart, 117-121 High Street, Forres, IV36 1AB. We are registered on the Information Commissioner's Office Register, registration number ZA094408 and we act as data processor, data controller and co-controller depending on the circumstances.

Our Data Protection Officer for the organisation is Valerie Wardlaw, who can be contacted at Fisheries Office, Logie Steading, Dunphail, Forres IV36 2QN, on 01309 611220 or at [admin@fnlft.org.uk](mailto:admin@fnlft.org.uk)

#### Information that we collect and how we use it

The FNLFT processes your personal information to provide you with our services and to keep you up to date with our latest news. We will never collect any unnecessary personal data from you. We will usually collect basic personal data about you like your name, postal address, telephone number, email address and your bank details if you are supporting us financially.

Sometimes we will collect other information about you such as your date of birth gender and health details. We will be very clear with you that we wished to collect such information, our reason for collecting such information, and we would only do so with your specific consent and permission. If you are a volunteer for any of our projects, then we may collect extra information about you: references, criminal records checks, details of emergency contacts, and medical conditions.

We collect your personal data in connection with specific activities, such as newsletter requests, membership requests, donations, volunteering and administration of our services. The information is either needed to fulfil your request or to enable us to provide you with a more personalised service.

#### Legitimate Interests

The FNLFT processes your data when it is in our legitimate interests to do this and when these interests do not override your rights. Those legitimate interests include providing you with information on our activities, services, fundraising, newsletter requests, and to comply with our legal obligations.

#### Sharing Your Information

The FNLFT will not use personal data for fundraising purposes or soliciting support, except where there is express consent. The FNLFT will not use personal data for other direct marketing of services and will never sell your personal data.

We only disclose information to third parties or individuals when obliged to by law, and where it is necessary to administer the service agreement or any other contract with us.

RESEARCH

RESTORE

EDUCATE

### **Retaining your information**

We hold your information only as long as necessary for each purpose we use it. This period will normally be for seven years after your last financial contribution or other activity with us, unless we have a good reason to keep your information for a longer period. This is based on any legal, regulatory or business reasons we may have to retain your information.

You have the right to ask us to remove your personal information from our records. We will inform you in writing when we have actioned your request and if we need to refuse you we will give you the reasons why.

### **Safeguarding Your Information**

We take every reasonable measure and precaution to protect and secure your personal data. Your data will be kept on our secure server; our PCs are password protected and have antivirus and security software installed.

### **Cookies**

Our website [www.fnlft.org.uk](http://www.fnlft.org.uk) uses Cookies. By visiting our website with your personal browser settings configured to accept cookies implies to us that you are in consent to our use of cookies as described below. Our Cookies Policy is available <https://www.fnlft.org.uk/cookies/>

### **Your rights**

Under data protection law, you have rights we need to make you aware of. They are:

- Privacy information; you have the right to be informed about the collection and use of your personal data, this privacy notice does that.
- Subject access; you have the right to ask us for copies of your personal information
- Rectification; you have the right to ask us to update information you think is inaccurate or incomplete
- Right to be forgotten; you have the right to ask us to erase your personal information
- Restrict processing; you have the right to request to limit the way your personal data is used
- Data portability; you have the right to receive your data from us for your own purposes
- Right to object; you have the right to ask to be excluded from marketing activity

For more information on your rights please see the Information Commissioners' Office

### **Complaints**

We only process your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to make a complaint. In the first instance to The FNLFT at the address below, and at any time to the Information Commissioner's Office (ICO).

### **Contact Details**

The Findhorn Nairn & Lossie Fisheries Trust  
Fisheries Office, Logie Steading, Dunphail, Forres IV36 2QN  
01309 611220 [admin@fnlft.org.uk](mailto:admin@fnlft.org.uk)  
[www.fnlft.org.uk](http://www.fnlft.org.uk)

This Privacy Notice was last updated on 9<sup>th</sup> December 2019.

RESEARCH

Company Registered in Scotland No. 350687

RESTORE

EDUCATE

Registered Charity No. SC 040152