

# Leathermen Scotland privacy statement

Leathermen Scotland takes the privacy of its members very seriously. We appreciate that not all of our members are “out” as leathermen and we will endeavour to never abuse the trust our members put in us.

We collect personal information when you become a member, sign up for our newsletter, buy a ticket for an event, or become a volunteer with us. We store this securely, in-line with all applicable law.

We are allowed to collect and use your personal information because you have formed a contract with us, because you have actively given consent, or for legitimate purposes connected to Leathermen Scotland’s business.

We only collect that information which we absolutely require to run Leathermen Scotland and our events.

- Name
- Contact Information
- Date of birth (to ensure members are of legal adult age in the UK)

We do not collect any sensitive or “special category” personal information. In particular, we do not collect information on your racial or ethnic origin; health; sexual orientation; or sex life.

Gender expression is not “special category” information, however we do ask for your preferred pronouns in our membership application, this is so that we can correctly address you in communications.

## **Membership cards**

Your name, membership number, membership expiry date and your email address is provided to and processed externally on our behalf on servers owned and operated by BLUF Ltd, no data is retained once your membership card has been downloaded.

## **How long we keep this information**

Membership information is held for six months following termination of membership.

Newsletter subscription information is held for as long as you want to receive the newsletter. You may unsubscribe from the Newsletter at any time using the link in the email.

## **Payment Handling**

Payments to Leathermen Scotland are handled on our behalf by PayPal. We do not see, receive, or hold your payment card information. Similarly, if you make a bank transfer to us we do not see, receive or hold your payment information.

On the ending or termination of your membership, all of your information is irrevocably deleted, with the exception of records of payments and donations, which Leathermen Scotland reserves the right to retain for accounting purposes.

### **How we will not use your information**

We will not use or disclose personal information of our members in any other way, except where required to by law enforcement agencies.

### **Using our website**

You should note the following:

Cookies may be placed on your computer to collect anonymised information on visitor behaviour. You can adjust the settings of your browser to not allow cookies, or delete them. See [www.aboutcookies.org.uk](http://www.aboutcookies.org.uk) for more information on cookies.

We do not use third-party analytics on our website. However, we cannot prevent third party services such as Facebook or Google from knowing you have visited our website.

### **Access to your information**

You have a legal right of access to the personal information we hold about you. If you would like to have a copy, send us an email (to [membership@leathermen.scot](mailto:membership@leathermen.scot)). You can ask us to remove or correct information about you that you believe is inaccurate.

### **Photography at events**

Please be aware that we often have a volunteer photographer at our events and that the photos may be published in our Facebook group and on other social media channels we operate. Individuals will not be identified in these photos. If you do not wish to appear in the photographs, please advise the photographer. We will remove any photo you appear in, on request. This also applies to virtual events.

### **Document version history:**

Date:	Version:	Notes:
20200527	1.0	Published
20200527	1.1	Gender changed to preferred pronouns.
20200528	1.2	Reformatted in common style and version history added.
20201020	1.3	membership card system data
