

# Privacy Statement

## What is the Trust?

Astley Ainslie Community Trust (AACT) is a community organisation formed by local residents who believe that the Astley Ainslie site should be owned by and managed on behalf of Edinburgh's people.

The Trust's Data Protection Officer is Stuart Buchanan, who can be contacted as follows:

7 Oswald Court, Edinburgh, EH9 2HY  
[stuart13@gmail.com](mailto:stuart13@gmail.com)  
07712 651269

## Why does the Trust need your personal information and what does the Trust do with it?

You are giving the Trust your personal information to allow it to provide you with notification of updates to the Trust's work. The Trust may also use your information to contact you by post, email or telephone and to maintain its records.

## Legal basis for using your information

The Trust is retaining your personal information in relation to the performance of a task carried out in the public interest.

## Who does the Trust share your information with?

The Trust will not share your information with anybody without your prior consent.

## How long will the Trust keep your information for?

The Trust will only keep your personal information for the minimum period amount of time necessary.

## Your rights under data protection law:

- *Access to your information* – you have the right to request a copy of the personal information that the Trust holds about you.
- *Correcting your information* – the Trust wants to make sure that your personal information is

accurate, complete and up to date. Therefore you may ask the Trust to correct any personal information about you that you believe does not meet these standards.

- *Deletion of your information* – you have the right to ask the Trust to delete personal information about you where:
  - you think that the Trust no longer needs to hold the information for the purposes for which it was originally obtained
  - you have a genuine objection to the Trust's use of your personal information – see 'Objecting to how we may use your information' below
  - the Trust's use of your personal information is contrary to law or legal obligations.

## Objecting to or restricting how the Trust may use your information

You have the right at any time to tell the Trust to stop using, or restrict its use of, your personal information.

## Complaints

The Trust aims to directly resolve all complaints about how we handle personal information. If your complaint is about how the Trust has handled your personal information, please contact the Data Protection Officer direct.

You also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted at:

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

0303 123 1113 (local rate)  
01625 545 745

[ico.org.uk/concerns](https://ico.org.uk/concerns)