



Privacy Notice

North East Mountain Trust (NEMT) takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

What we need from you

When you register as a member of NEMT or renew your membership, we may ask you for some or all of the following personal information:

- Contact details – eg. Full name, address, email address and phone number.
- Payment details – bank account number, sort code, card details.
- Gift Aid Mandate – approval to claim basic rate tax paid on your payments.

If you do not provide us with some of the personal information that we need this may affect our ability to offer you our membership services and benefits.

Why we need your personal information – contractual purposes

We need to collect our members’ personal information so that we can manage your relationship with us. We may use our members’ personal information to:

- Provide you with core member services, including confirmation of membership, membership card and renewal requests.
- Bank or card details will be retained only until a payment is received.

Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about trust activities: *Mountain Views* Newsletter, Winter Talks and other events.
- Respond to and investigate your questions or comments.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with obligations under:

- The Charities and Trustees Investment (Scotland) Act 2005, which requires us to maintain a register of members, including name, address, date admitted to membership and date on which membership ceased, to hold general meetings, issue notices and AGM voting arrangements.

Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

Who we share your personal information with

We do not share personal information of members with external third parties.

How we protect your personal information

Your personal information is managed by our Membership Secretary, and may be accessed by other members of the General Council only for the purposes set out above. It is stored in a password-protected computer file or locked filing cabinet. Your personal data is transferred by paper or via a password-protected computer file.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will delete your personal information when you have not renewed your membership with us for six years.

You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a “subject access request”.

You can contact us at nemt.memb@gmail.com or c/o 20 Norfolk Road, Aberdeen, AB10 6JR

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk