

Lothiansound Privacy Policy

Lothiansound Talking Newspaper is a registered Scottish charity, founded in 1988 and run entirely by Volunteers for Listeners who are blind or partially sighted.

Lothiansound produces:

- a weekly audio digest of news and events, read mainly from the *Edinburgh Evening News*. There is also a Scottish quiz and notices. The notices vary from holidays for visually impaired people to audio description in local theatres or other useful information.
- a monthly recording of articles from *The Scots Magazine*

Lothiansound **Members** comprise **Listeners** and **Volunteers**.

Name of Organisation:	Lothiansound
Personal Data Held:	Contact Details (Names, Addresses, Telephone numbers and E-mail addresses) of Members, their nominated contacts where applicable and Donors are held securely.
How this Data is used:	<p>Listeners' Names and contact details necessary to address the wallets sent to them every week. Phone numbers/e-mail addresses used when queries arise.</p> <p>Volunteers' Names and contact details used when rotas are distributed, meetings arranged and queries arise.</p> <p>Donors' Names and addresses used when our Treasurer writes to thank them. Donors are not approached thereafter. Their data is held in the Treasurer's records. Donors are often Listeners.</p>
Lawful basis for processing the data:	To provide Listeners with a weekly audio copy of Lothiansound Talking Newspaper and to organise Volunteers.
Data retention periods:	<p>When a Listener no longer listens, data kept until end of calendar year. When a Volunteer ceases to volunteer, data deleted immediately.</p> <p>Donors' data kept as long as required for accounting and tax purposes.</p>

No data is shared with other bodies without permission. Data will be deleted on request.

Members and Donors have the right to complain if they think there is a problem with the way we are handling their data. If we cannot resolve the matter, we would refer them to the Information Commissioner's Office (ICO), the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.
www.ico.org.uk; helpline 0303 123 1113.

A copy of this document will be read/sent to all Members when they enrol. Periodically it will be read on Lothiansound recordings sent to Listeners and sent by e-mail to Volunteers.

Within this document "we" refers to Lothiansound.

Reviewed and Approved June 2021.