Lothiansound Privacy Policy (Sept 2024)

www.lothiansound.org.uk **Scottish Charity Number SC002810**

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:**
  An audio edition of a weekly selection of articles from Edinburgh Evening News, plus a weekly article supplied by TNF Soundings – on memory stick and online via British Wireless for the Blind.
- **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, Volunteers, and Donors are held securely.
How this Data is used:	**Listeners'** Names and contact details necessary to address the wallets sent to them every week. Phone numbers/e-mail addresses used when queries arise. **Volunteers'** Names and contact details used when rotas are distributed, meetings arranged and queries arise. **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.
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:	When a Listener no longer listens, data kept until end of calendar year. When a Volunteer ceases to volunteer, data deleted immediately. Donors' data kept as long as required for accounting and tax purposes.

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 email to Volunteers.

Within this documents "we" refers to Lothiansound.

Reviewed/approved Sept 2024.