**Privacy Policy**

**Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by [the General Data Protection Regulation 2016/679 (the “GDPR”)

**Who are we?**

`Arachas3 Ltd, is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**How do we process your personal data?**

* `ARACHAS3 complies with its obligations under the GDPR by keeping personal data up to date;
* by storing and destroying it securely; by not collecting or retaining excessive amounts of data;
* by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes: -
	+ The provision of legal advice
	+ To enable us to provide a social benefit as specified in our constitution;
	+ To manage our employees and volunteers;
	+ To maintain our own accounts and records.
	+ To inform individuals of news, events, activities or services within the third sector.

**What is the legal basis for processing your personal data?**

Article 6 processing

* Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract for the provision of legal advice to our clients.
* **Processing is compliance with legal obligations in relation to company law.**

Article 9 Processing

* Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

**Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared for administrative and security purposes. In particular:

* IT Support - in the event of a IT issue, our provider may access data in order to remedy.
* Case Management - we use a case management system in order to provide the most efficient services – data is stored on the case management server which is cloud based and is kept secure.

We will only share your data with third parties outside of the organisation with your consent.

**How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary however we retain information indefinitely in relation to the provision of legal advice in case of any legal claims/complaints;

**Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which the `ARACHAS3 holds about you;
* The right to request that the `ARACHAS3 corrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for us to retain such data;
* The right to request that the data controller provide the data subject with their personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* The right to lodge a complaint with the Information Commissioners Office. <https://ico.org.uk/global/contact-us/>
* Transfer of Data Abroad If the personal data is to be transferred to countries or territories outside the EU you must include details of how the data will be protected, together with details of how to obtain copies of the relevant safeguards.

**Further processing**

 If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Where and whenever necessary, we will seek your prior consent to the new processing. Contact Details To exercise all relevant rights, queries of complaints please in the first instance, contact us at:

Karina Macleod

CEO, `Aracahs3 Ltd

Arachas3 Ltd, is a company limited by guarantee, registered in Scotland under company number SC725769 and having it’s registered office at Clyde Offices,  2nd Floor, 48 West George Street,  Glasgow,  G2 1BP.