

## Saltire Awards Privacy Notice

This privacy notice tells you about the information we collect from you when you engage with the Saltire Awards. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

When you register for the Saltire Awards (either via the online MySaltire registration portal OR by completing the registration form) we ask you for your consent to allow us to use your personal data for the reasons stated below.

### 1. Who are we?

We are **Voluntary Action Scotland**; Company Limited by Guarantee in Scotland No. SC361901 and Scottish Charity No. SC042793

You can contact us: [info@vascotland.org](mailto:info@vascotland.org)  
Robertson House, 152 Bath Street, Glasgow, G2 4TB  
0141 353 7318

### 2. What personal data do we collect about you?

When you register for Saltire Awards we ask you for your name, date of birth, address, telephone number, mobile phone number, name of the school, college, university or other education body you go to (if applicable) and your email address.

### 3. Why do we collect this information about you?

We will use your information to recognise you for the volunteering you do by issuing personalised Saltire Awards certificates to you. To do this we need to know:

- Your date of birth so that we know that you are the right age for taking part in the Saltire Awards
- Your address so we can send you Saltire Award certificates
- Your email, phone/mobile phone numbers – so that we can contact you if we need to check anything about your Saltire Awards
- If you go to a school, college, university or other education body – we need to know this as sometimes we might send your certificates there to be given to you

If you choose not to consent to provide this information to us then we might not be able to register you for Saltire Awards or provide Saltire Award certificates to you.

## 4. What do we do with your information?

The information we collect about you will be shared with your local Third Sector Interface (TSI). This organisation is responsible for Saltire Awards in your local area and will send you certificates.

You can find a list of all TSIs here <https://www.vascotland.org/find-your-tsi>.

### 4.1 What will the TSI do with my data?

Your local TSI will do the following things with your information:

- Use it to deliver Saltire Awards to you (as above)
- Add it to their data and customer management system – so that they can easily keep your Saltire Awards information up to date and they can easily contact you about your Saltire Awards if they need to. This system is only accessible to licensed TSI users
- Include it in anonymous statistical analysis about Saltire Awards e.g. which schools have most or least young people doing Saltire Awards. Doing this will help them to plan how they can better promote and deliver the Saltire Awards to other young people in your area

The TSI is required to have its own (legally compliant) data protection policies and procedures. The information the TSI holds about you (including any paper records or information in other file types e.g. a spreadsheet) will also be looked after by these.

### 4.2 What will the Saltire Website do with my data?

If you have set up an online **MySaltire account** your information will also:

- Be kept on our Saltire Awards web-system in order to provide this account to you for managing your Saltire Awards
- Be used by us and your local TSI in the same way as described in section 4.1
- Be accessed by your local TSI to deliver Saltire Awards to you.

The Saltire web-system is password protected and only authorised staff involved with Saltire Awards will have access to it.

If you registered for Saltire Awards using a paper or downloaded registration form then your data will not be entered on the Saltire Awards website (unless you choose to do this yourself at a later date).

### 4.3 Sharing your data

Your data will not be shared with any other third parties, except where we contract an agency or organisation to support the delivery of Saltire Awards. For all other third parties you must give us, or your local TSI, permission to share your information with them (e.g. if you ask to be put in contact with a volunteering opportunity you saw advertised by your local TSI).

Your local TSI has the right to contact you about the Saltire Awards and to also **seek your consent to be contacted** about other communications and marketing that they think may be of interest to you.

## 5. How long do we keep your information for?

We will keep your information for as long as you are an active Saltire Awards participant. Because Saltire Awards is for young people between the ages of 12 to 25 this might mean we keep your data for up to 16 years - from age 12 until you are 28.

We might keep your data up until you are age 28 because:

- you can claim Saltire Awards for volunteering you do between the ages of 12 to 25 at any time you want to – so we need to be able to stay in contact with you if you remain active in Saltire Awards between these ages
- you can ‘back date’ your Saltire Awards for up to 2 years  
e.g. Someone who has not claimed Saltire Awards for volunteering they did when they were aged 24 might want to go back and claim this 2 years later - so we need to be able to allow this to happen and to keep their details for an extra 2 years after they reach the age of 25.

However **if we do not have any contact with you for a period of three years**, your information will be deleted from our system.

This includes your ‘MySaltire’ Account if you have one. If you have not used it in three years then it will be deleted and you will no longer be able to access it or the information you put into it. A warning will be sent to you before this happens so that you can keep it if you decide you want to.

## 6. Your rights over your information

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. You can also ask us to:

- delete the information we hold about you
- give you a copy of this information
- stop using your information for a period of time if you believe we are not doing so lawfully

Requests about the information held about you should be submitted to your local TSI (by email, post or telephone). You can find contact details for your local TSI here <https://www.vascotland.org/find-your-tsi>

## 7. Your right to complain

If you have a complaint about our use of your information, you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)