



A Scottish Charitable Incorporated Organisation



## **PRIVACY POLICY**

Issued 23 January 2023

### **LEGAL BACKGROUND**

Bertie Bus complies with the principles of the Data Protection Act 2018 when dealing with all data received from volunteers, passengers or members of the public.

### **DATA HELD**

Bertie Bus only holds the data necessary to offer and run the services detailed on its website or in any of its publications.

### **REQUIRED PERIOD**

Bertie Bus only holds personal data for as long as necessary. Once data is no longer needed it is deleted.

### **DATA STORAGE**

All data relating to individuals will be stored securely as follows:

- hard copies will be stored in a locked non-portable container;
- electronic copies will be password protected;
- For administrative reasons data may be passed to and stored securely with third party service providers located outside the EEA (European Economic Area) and or the UK, when necessary for the running of Bertie Bus services and only with the permission of the person concerned.

### **THE PROMISE**

Bertie Bus never sells, rents or exchanges mailing lists.

## **SPAM**

In accordance with the Privacy and Electronic Communications (EC Directive) Regulations 2003, Bertie Bus will never send bulk unsolicited emails, (popularly known as Spam) to email addresses.

## **EMAIL CONTENT**

All emails sent by Bertie Bus will be clearly marked as originating from the Bertie Bus Charity.

## **CONTACT**

Any questions relating to the Bertie Bus Privacy Policy should be sent to [secretary@bertiebus.org.uk](mailto:secretary@bertiebus.org.uk).

## **ADMINISTRATION**

The Chair of Bertie Bus is responsible for the administration, revision, interpretation, and application of this Policy. The Policy will be reviewed annually and revised as needed.

**APPROVED BY TRUSTEES AT A MEETING ON 23 January 2023**