

Folk and Fabric – Privacy Notice

- **Purpose**

Folk and Fabric project at the Highland Folk Museum, 2021

- **Description**

High Life Highland is inviting individuals to contribute to the Folk and Fabric project at the Highland Folk Museum by sharing their stories and memories.

Your personal contact information is collected and retained in order to allow us to contact you in relation to the curation and management of your input.

- **If you do not give us your information**

If you do not provide your personal contact information, we will be unable to use your contribution.

- **Conditions for processing personal information**

Consent – article 6 (1)(a) – we require your personal information to allow us to process the stories.

- **Your rights**

- Access to personal data
- Rectification of personal data
- Erasure of personal data
- Restrict processing of personal data

- **Who we share your information with**

Information might be shared between High Life Highland and the community groups who are taking part in the Folk and Fabric project (information will not be shared from one group to another). These are: Badenoch Shinty Memories Group, Aviemore Scouts, Badenoch and Strathspey Community Transport Company.

High Life Highland share your information with third parties in order for us to administer processes. For a list and more information on third party processors please visit:

www.highlifehighland.com/GDPR/Data-Processors



- **How long we hold your information**

Your information will be retained for the life of the Folk and Fabric story gathering and curation project. It is therefore likely that your contact details will be held until circa 2026.

- **How to withdraw consent/cancel**

If you would like your details to be removed from our records please email DPO@highlifehighland.com

- **Automated processing**

Your personal information is not subject to automated decision making or profiling

- **Data controller**

The data controller is High Life Highland

- **Data Protection Officer**

Contact our Data Protection Officer:

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029

DPO@highlifehighland.com

- **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

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SK9 5AF

Tel: 0303 123 1113

<https://ico.org.uk/global/contact-us/>