



Glenueig Community Inn

Rooted in tradition. Inspired by community.

Privacy Policy

1. Introduction

Glenueig Community Inn Limited is committed to protecting the privacy and security of personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how we collect, process, store, and protect personal data in pursuit of our community acquisition of Glenueig Inn and its associated accommodation business.

2. Data Controller

Glenueig Community Inn Limited is the data controller for the purposes of UK GDPR. Our registered address is The Old Post Office, Kinlochmoidart, Lochailort, PH38 4ND. For any data protection queries, you can contact us at info@glenueigcommunity.org.

3. Lawful Basis for Processing Data

We collect and process personal data based on the following lawful bases:

- **Legitimate Interests** – To pursue the operation and acquisition of Glenueig Inn and to engage with our shareholder members, the community, supporters, investors and other stakeholders.
- **Consent** – When individuals voluntarily provide data (e.g., signing up for updates, pledging financial support, making bookings or joining our mailing list).
- **Legal Obligations** – To comply with legal requirements (e.g., financial records, shareholder documentation).

4. Personal Data We Collect

Most of the personal data we collect is given freely by you for purposes of bookings, membership or investment. We collect personal data provided to us via our website, email, direct interaction, social media and phone correspondence. We process the following types of personal data:

- Name
- Contact details (email, phone number, postal address)
- Financial pledges or investment details (if applicable)
- Membership details (if applicable)
- IP address if using our website (and see cookies below)
- Dietary information
- Communications preferences
- Any other data voluntarily provided by individuals (e.g., responses to surveys or consultations)

If you are a contractor/member of staff/volunteer, we may collect additional information from you (e.g. next of kin, medical conditions). This information is retained for legal reasons, to protect us and for safeguarding purposes. We take extra care to ensure such personal data is protected by ensuring this is

only accessed by those with responsibility for staff welfare. Additional information is collected for job applicants such as career history, reference contact details.

5. Cookies

Our site uses cookies to help us understand website user behaviour. This means that our website puts a small piece of text (the "cookie") in storage on your web browser. This cookie lets us know that all the different things you do on our site are done by the same person.

We do not collect or harvest any personally identifiable information to sell onto any third parties. The only information we have about your identity from your web visits are the information you explicitly provide to us through submission forms on our website.

We do analyse user behaviour in order to better serve you and other visitors. Tracking anonymous activity through our site (what you might click on, how long you might stay on the site) helps us make better decisions about content and design.

To delete cookies, here is an example page telling you how to do this:

<https://www.privacypolicies.com/blog/how-to-delete-cookies/>.

6. How We Use Personal Data

We use personal data to:

- Liaise with you regarding your booking or events at the Inn
- Communicate updates about the acquisition and ongoing activities
- Manage investments, donations, or financial contributions
- Engage with members and supporters
- Fulfil legal obligations, such as financial reporting
- Improve our services and community engagement

If you have applied for shares and have been unsuccessful in your application, your data will be deleted within 6 months. If you become a member, you will automatically be subscribed to emails related to your shareholding and membership, unless you tell us otherwise.

7. Data Sharing and Third Parties

We will not sell or share personal data with third parties except:

- When required by law (e.g., regulatory authorities, HMRC)
- With service providers who assist us in managing our operations (e.g., accountants, legal advisors), subject to confidentiality agreements
- With relevant authorities if necessary, for fraud prevention or public safety

8. Data Security

We implement appropriate technical and organisational measures to protect personal data from unauthorised access, loss, or disclosure. This includes:

- Secure storage of electronic and paper records
- Access controls restricting data to authorised personnel only
- Encryption and password protection where necessary

9. Data Retention

We will retain your personal information for no longer than we need it to provide our services and/or products to you. We retain personal data only for as long as necessary for the purposes outlined in this

policy or as required by law. Membership and financial records may be retained for up to six years for legal compliance, and we will contact you within this time to seek your consent to continue to store your data – please ensure you advise us of any change in your contact details.

We will try to keep personal information which we hold about you up to date, but if you think that we are holding information which is inaccurate then please contact us at info@glenuigcommunityinn.org.

9. Individual Rights Under GDPR

Individuals have the following rights regarding their personal data:

- The right to access their data
- The right to rectification (correct inaccurate data)
- The right to erasure ('right to be forgotten')
- The right to restrict processing
- The right to data portability
- The right to object to processing
- The right to lodge a complaint with the Information Commissioner's Office (ICO)

Requests regarding data rights should be sent to glenuigcommunityinn@gmail.com. We will respond within one month, in accordance with GDPR requirements.

10. Updates to This Policy

We may update this policy from time to time. The latest version will always be available on our website or upon request.

11. Contact Information

If you have any questions about this policy or your data, please contact us at:

Glenuig Community Inn Limited
The Old Post Office, Kinlochmoidart, Lochailort, PH38 4ND
info@glenuigcommunityinn.org

Your right to complain:

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office online at <https://ico.org.uk/concerns> or by phone on 0303 123 1113.

Prepared by GCIL sub-committee: **Version 4 on 27th Feb 2025**

This policy ensures that Glenuig Community Inn Limited remains transparent in its handling of personal data while operating the Glenuig Inn and working towards its successful acquisition.