

Privacy Notice – Accounting services



This privacy notice tells you about the information we collect from you about your organisation when you engage with VAO. 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.

Who are we?

We are Voluntary Action Orkney. A Scottish charity, number SC010691, and a company limited by guarantee, number 143208.

You can contact us at: Anchor Buildings, 6 Bridge Street, Kirkwall, KW15 1HR; email: enquiries@vaorkney.org.uk; telephone: 01856 872897.

Any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

We collect information from you such as organisation name, contact details and names of trustees. This is not considered personal data, although there may be cases where you use a personal or home address, which is why we want to be explicit around how this information is used and shared.

We also keep records of the financial information you provide in order to carry out the service you have requested eg. independent examination of accounts, bookkeeping etc.

Why do we collect this information?

We will use your information to provide the service(s) you requested and to maintain up to date and accurate records.

We also use the information to ensure delivery of a continuous and quality service.

What do we do with your information?

Your information is stored in Excel spreadsheets, Word and PDF documents. We have security measures in place to ensure that there is appropriate security for the information we hold.

Records of the services delivered to your organisation are not shared.

Sometimes we have to change what we do because of a change in the law or we need to change the way we do things as an organisation and have a legitimate interest for doing so.

The latest version of this Privacy Notice will always be available at our main office at Anchor Buildings, 6 Bridge Street, Kirkwall and online at www.vaorkney.org.uk

How long do we keep your information for?

We will retain organisational details for no longer than 6 years to enable responses to future enquiries, at which point they will be deleted from our system.

Any login and password details will be kept until you no longer wish to use this service at which point they will be deleted from our system.

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 give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

To submit a request by email, post or telephone, please use the contact information provided above.

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