



THE ISLE OF GIGHA HERITAGE TRUST

General Data Protection Regulation 2018 Summary

The General Data Protection Regulation (GDPR) 2018 (EU) 2016/679 is a privacy law set out by the EU and has been enforceable since May 25th 2018.

The Isle of Gigha Heritage Trust, including all subsidiary companies, has a legal obligation to comply with this legislation. The following policies have been created to demonstrate compliance and understanding of the GDPR:

- General Data Protection Regulation Full Policy
- Employers Privacy Policy
- Data Breach Precautions Policy
- Mobile Device Acceptable Use Policy
- Bring Your Own Device Policy
- Surveillance Camera Policy
- Website Privacy Notice
- Retention Policy
- Drone Operations Policy

All directors and employees of IGHT and all subsidiary companies must acknowledge receipt of each policy and demonstrate full understanding of the policy and the legal obligations set out in the GDPR. All directors and employees of IGHT and all subsidiary companies are responsible for complying with these policies to prevent a data breach, which can be a serious offence.

A data breach is a confirmed incident in which sensitive, confidential or otherwise protected data has been accessed and/or disclosed in an unauthorised fashion. Data breaches may involve personally identifiable information about a 'data subject'.

A data subject refers to any individual person who can be identified, directly or indirectly, via an identifier such as a name, an ID number, location data, or via factors specific to the person's physical, physiological, genetic, mental, economic, cultural or social identity.

All data breaches must be reported to the Information Commissioners' Office, the UK supervisory authority for data protection issues, within 72 hours and reported to all data subjects who may be affected. The ICO will assess the seriousness of the data breach and may launch an investigation. This may result in a fine or a 'cease processing' order.

The Isle of Gigha Heritage Trust is registered with the Information Commissioner's Office: registration number ZA639539. Tel: 0303 123 1115.

Data subjects have the right to make a complaint at any time to the Information Commissioner's Office if they believe that information relating to them has been disclosed in an unauthorised manner. The ICO will investigate on behalf of the data subject.

All policies will be kept under review and reissued if there is change in legislation or a change in circumstances.