

Privacy Notice (events and training)

We provide access to the following Privacy Notice to all delegates in advance of SMN events and SMN training courses.

PRIVACY NOTICE

Who we are

Scottish Mentoring Network (SMN) is the Intermediary for organisations who run mentoring programmes. We are a charity registered in Scotland, No: SC037677, and a Company Limited by Guarantee, No: SC282564. Our registered office is 272 Bath Street, Glasgow, G2 4JR

This privacy notice tells you what data we collect and what we use it for. It covers:

- SMN training programme
- SMN-run conferences and events

What information do we collect?

We collect a range of information from delegates including (but not limited to) name, job title, organisation, address, phone number, email, access/dietary requirements and name/email for your organisation's nominated finance manager (if you have one). We also ask delegates to complete an evaluation form for each event and training course.

Photography and filming may occasionally take place at our events. This is used for publicity purposes by SMN. If you have stipulated that you do not wish your photograph to be taken/used for publicity, our photographers will be notified and no images featuring you will be used.

How we use the information?

We use your information to contact you with confirmation of your booking/attendance. We also use it to send reminder emails and information about the event. It is also used to produce delegate lists, certificates of achievement and to issue invoices.

We may also contact you if we think you may legitimately be interested in similar events SMN is running.

When appropriate/ necessary we share your details with relevant third parties including trainers, caterers, venues and additional support providers for administration of the event and to ensure your needs are met.

Photographs and films taken at SMN events will be used for SMN publicity – including website, social media and publications and promotional materials e.g. banner stands, presentations.

Your information will also be anonymised for reporting purposes.

Your information will be held in line with our data retention policy.

Your information will be stored on our cloud based file storage which uses servers which may be based out with the European Economic Area. SMN has undertaken the appropriate due diligence prior to its use.

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.

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

How to contact us

You can write to us at the above address or contact by email or phone at: info@scottishmentoringnetwork.co.uk or 07399 296063

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/make-a-complaint/> or by phone on 0303 123 1113.