



The Data Controller of the information being collected is: Sabhal Mòr Ostaig, Teangue, Isle of Skye, IV44 8RQ. Tel: 01471 888 000.

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Administrator at gdpr@smo.uhi.ac.uk or the Data Protection Officer at dataprotectionofficer@uhi.ac.uk.

Comann nan Eadar-theangairean Gàidhlig is an online resource for Gaelic translators, supplying a platform to showcase translation work, and providing support and training. Sabhal Mòr Ostaig is responsible for the overall management of Comann nan Eadar-theangairean Gàidhlig.

This privacy statement relates to the following processing:

Application to and membership of CEG.

This process involves the collection of data to enable an application to, and continued membership of, Comann nan Eadar-theangairean Gàidhlig.

Your information will be used for the following purposes:

Purpose 1: Assess eligibility of membership	To consider eligibility for membership to Comann nan Eadar-theangairean Gàidhlig.
Purpose 2: Inclusion in online translators database	To showcase your work and contact details in the CEG database for prospective customers seeking translation services.
Purpose 3: Communication with you	To communicate with you about your membership, or potential membership, in the Association and relevant Association business, for example, CEG run networking events, conferences, or training events.
Purpose 4: Marketing communications	CEG will send you further information about external events, conferences, training opportunities etc from outwith CEG.

Our legal reason for using the data are:

To achieve the following purpose: **Purpose 1: Assess eligibility of membership** **Purpose 2: Inclusion in online translators database** **Purpose 3: Communication with you**

Our legal reason to use the data is: Use is necessary for the performance of a contract with you, or to take steps, at your request, before entering into such a contract. That contract being between CEG and translators for membership of the association.



To achieve the **Purpose 2:**
following purposes:

Our legal reason to use the data is:

To achieve the **Purpose 3:**
following purpose:

Our legal reason to use the data is:

To achieve the **Purpose 4: Marketing communications**
following purposes:

Our legal reason to use the data is: You have given consent for the processing.

As you have given consent, you can withdraw your consent at any time by emailing im2.smo@uhi.ac.uk.

To achieve the **Purpose 5:**
following purpose:

Our legal reason to use the data is:

Should any of the data you provide include special category data then the basis will be 9(2)(a); you have given explicit consent for this data to be processed.

If you were to withhold the personal information requested, the consequences would be: It may not be possible to assess eligibility for membership of CEG, and your application may be declined.

Your data will, or may, be shared with the following recipients or categories of recipient:

- Google reCAPTCHA to protect the website from fraudulent use. Please see [Google privacy policy](#).
- The assessment panel for consideration of your application.



Comann nan Eadar-theangairean Gàidhlig

Privacy Notice

Your data will be retained for the following length of time:

For members, no longer than one month following the cessation of your membership.

For applicants who are declined membership, no longer than 3 months after email notification of such.

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.

The Information Commissioner's Office is UK's independent authority set up to uphold information rights in the public interest. Their website is www.ico.org.uk