



## **Privacy and Information Policy**

At the Greyfriars Charteris Centre we respect the privacy of our Centre users (regular or adhoc) and office tenants – collectively known as the Charteris Community. We also respect the privacy of our volunteers, staff and wider network of supporters. We provide a Centre for Community with a focus on Wellbeing and Enterprise and are building on the vision of the Very Revd Archibald H Charteris who wanted people to reach their potential no matter what society says. We only collect information we consider necessary to help us achieve our charitable purposes and ensure the success of our Centre and the organisations that utilise our facilities. In particular, we do not share or sell information to any other organisations for marketing purposes.

### **Charteris Community Members**

We hold your information for the purposes of sending invoices and any contact specifically relevant to your usage of the premises. By providing this to us you consent to our use of the information for these purposes only. Your confidentiality is extremely important to us at the Greyfriars Charteris Centre and we will contact you in the first instance if we feel there is benefit in passing your information to a like-minded organisation for mutual benefit. We will not pass your information on without your permission. If you have any questions about how we will use your information please let us know. You can contact us by calling 0131 662 6850 or by emailing [info@charteriscentre.com](mailto:info@charteriscentre.com).

### **Our wider network**

To help us develop our Centre further, we rely on a wider network of friends and supporters. This includes funders, donors, customers, suppliers, general friends and other interested parties. We occasionally contact our friends and supporters for legitimate community interests including fundraising initiatives, marketing for our Centre, community related news and furthering our charitable aims. We grow this network through our own efforts. We do not buy data from other organisations for this purpose. We will always seek consent from individuals or organisations to join our network. If you do not wish to be included in our network any more please email us at [info@charteriscentre.com](mailto:info@charteriscentre.com) and ask to be removed.

138/140 The Pleasance, Edinburgh EH8 9RR  
0131 662 6850      [charteris@greyfriarskirk.com](mailto:charteris@greyfriarskirk.com)  
[www.CharterisCentre.com](http://www.CharterisCentre.com)