



## PRIVACY NOTICE (GDPR)

This Privacy Policy applies to information Long Whatton Community Association (LWCA) collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

As a matter of good practice, all individuals working on behalf of LWCA, and who have access to personal information, will be expected to read and comply with this policy.

If you have any comments or questions about this notice, feel free to contact us at [lwca79@gmail.com](mailto:lwca79@gmail.com)

### 1. Personal data that we process

LWCA may collect, use and store your personal data such as name, address, email, telephone number and date of birth when we collect data from you in membership application forms, affiliation forms, online venue booking, event forms and from online booking, event and other enquiries and box office bookings.

### 2. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected.

We may use your personal information for the following purposes:

- to maintain our own accounts and records
- to comply with the Charity Commission
- to record individual/affiliation membership
- to communicate with you about LWCA events, other events and meetings
- to reply to enquiries you send to us
- where you have specifically agreed to this, to notify others about an event at your address, for example scarecrow display or open garden
- arrange a bar licence for an event you have requested
- pay for services rendered

### 3. When we share your data

We will only pass your data to third parties in the following circumstances:

- you have provided your explicit consent for us to pass data to a named third party
- we are required by law to share your data

### 4. Security

LWCA will take reasonable precautions to prevent the loss, misuse or alteration of your personal information.

### 5. How long we keep your data

We take the principles of data minimisation and removal seriously and ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

## **6. Rights you have over your data**

You have a range of rights over your data, which include the following:

- where data processing is based on consent, you may revoke this consent at any time by emailing the secretary at: [lwca79@gmail.com](mailto:lwca79@gmail.com)
- you have the right to ask for rectification and/or deletion of your information
- you have the right of access to your information
- you have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

It is the responsibility of individuals and organisations to ensure the data held by us is accurate and up-to-date.

## **7. Changes to this Privacy Notice**

We will review our Privacy Policy on an annual basis.