

Colwall Village Society Data Protection Statement

1. About this Statement

- 1.1. This statement explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 1.2. This document is held on our website at <http://www.cvs.colwall.info/privacy.html> and a link to it is provided on our membership forms. We reserve the right to amend this Data Protection Statement from time to time without prior notice. We can be contacted at cvsmember@colwall.info
- 1.3. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at <https://ico.org.uk>.

2. What Information we collect and why

- 2.1. We will hold the name, address, phone number and email address of each member. This may include both a paper and an electronic record.
- 2.2. This permits us to send out newsletters, information about meetings and other events in which the society is involved. It enables us to inform members of the cancellation of meetings at short notice.

3. How we protect your personal data

- 3.1. The membership secretary will hold a spreadsheet of the personal data.
- 3.2. Committee members may be sent a copy of the membership spreadsheet, but must delete earlier copies on receiving an update. Committee members will delete all copies of the membership spreadsheet when they leave the committee.
- 3.3. We will not transfer your personal data to non-members of the society. Information will only be passed to a non-committee member of the society if you agree.
- 3.4. We will use generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 3.5. We will notify you promptly in the event of any breach of your personal data.

4. How long do we keep your information

- 4.1. Your data will be removed from our database 6 months after your membership lapses.

5. Your Rights

- 5.1. You have rights under the GDPR:
 - a. to access your personal data
 - b. to be provided with information about how your personal data is processed
 - c. to have your personal data corrected
 - d. to have your personal data erased in certain circumstances
 - e. to object to or restrict how your personal data is processed
- 5.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner at:

Information Commissioner's Office, Wycliffe House, Water Lane
Wilmslow. Cheshire SK9 5AF
<https://ico.org.uk/concerns/> Tel: 0303 123 1113.