

## **DATA PRIVACY NOTICE**

### **Newton Abbot Community Interest Company**

#### **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulations.

#### **Who are we?**

The CIC's Business Manager undertakes the role of data controller. The person fulfilling this role decides how your personal data is processed and for what purposes.

#### **How do we process your personal data?**

The Business Manager complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To fundraise and promote the interests of the CIC;
- To share details with you of activities or events which may be of interest;
- To contact individuals via surveys to conduct research about their opinions of current facilities or of potential new facilities that may be offered.

#### **What data do we hold?**

Where you have provided it, and given your explicit consent, we hold your name and email address. In some case we may hold a postal address and or phone number.

If you make a one-off room booking at a facility we manage (including Buckland & Milber Community Centre), we will use your data for the purposes of administrating that booking but will not retain your details on our system after the date of your booking.

If you make a regular booking at a facility we manage (including Buckland & Milber Community Centre) then your contact details will be stored for the purposes of providing on-going information in connection with that booking (key safe codes, invoicing etc).

We do not collect any data including ip addresses from individuals using or accessing our website.

#### **What is the legal basis for processing your personal data?**

Processing of your data is necessary to keep you informed about events, activities and opportunities within the CIC.

## **Giving your consent**

If you have chosen to be a Member of the CIC then you may occasionally be sent information about the work of the CIC including an invitation to our Annual General Meeting.

If you are interested in a specific project or activity that the CIC is managing then you will have explicitly given your consent to be kept informed about a particular subject or topic. If you would like to be kept informed about a particular project, you can send the CIC your consent using the link on our website.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will not be shared with any other organisation.

## **How do we store your data?**

Your email address and other information will be stored on our computer systems with all data storage taking place within the European Union. Our business is run on laptops which are moved between locations. We take every care to ensure that your data is kept safe by ensuring that our equipment is securely stored in each location.

Our data is backed up on to equipment which is stored at more than one of those locations. We may collect written contact details (for example at public events or by carrying out door-to-door surveys). This information is then recorded on our computer system and all paper copies are destroyed by shredding.

We do not keep paper copies of your personal data once it has been transferred to our systems.

## **How long do we keep your personal data?**

If you have opted to be a Member of the CIC then we will retain your contact details for as long as the CIC exists as a legal body, or unless you ask us to remove your details from our membership lists.

If you have asked to be kept informed about a particular project or activity, we will keep your personal data for no longer than reasonably necessary to keep you informed about that Project or activity. Once that activity or project is deemed to be complete, we will no longer retain your data.

## **Your rights and your personal data**

You have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Business Manager holds about you;

- The right to request that the Business Manager corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Business Manager to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the CIC Business Manager by using the contact details on our website.

In the event you are unhappy with the response received you have the right to discuss your concerns with a CIC Director. The contact details of the CIC Director with responsibility for data can be obtained from the CIC Business Manager.

You also have the right to lodge a complaint with the Information Commissioners Office.

Newton Abbot Community Interest Company  
May 2018