



Privacy Notice

Data Protection Law changed on 25 May 2018

The General Data Protection Regulations come into effect in the UK from 25 May 2018, replacing the Data Protection Act 1998.

This Privacy Notice sets out most of your rights under the new laws. As the Regulations come into effect and the Information Commissioners Office (ICO) update their rules and best practice, we will continually update this Notice.

Who we are

Eastcott Community Organisation is a registered charity (number 1160538) and its committee of volunteers are mostly local residents. Our objective is to increase opportunities for those living in and around Eastcott, by managing a community centre, Eastcott Community Centre, and organising events and activities. We are a group without political or religious affiliation.

Collection of your Personal Information

Eastcott Community Organisation may collect and use the following kinds of personal information:

- Data relating to your volunteering or work with us, including referee's data, including applicants and referees' name, address, email address and telephone number/s.
- Contact details related to your membership of Eastcott Community Organisation.
- Contact details related to our communication with you whether you are an individual, business, charity or other organisation.
- Information about your use of their website including information obtained via cookies
- Information that you provide during the use of their services/registration process including your name, email address and telephone number for the purpose of making electronic bookings for services on their website
- Information about electronic bookings for services made via their website including dates, times and locations of appointments
- Information that you provide for the purpose of feedback on their website and on any service provided by Eastcott Community Organisation and any other information that you send to Eastcott Community Organisation

We are collecting data on the following legal bases:

- We have your consent
- Processing is necessary for the performance of a contract or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary to protect your vital interests
- Necessary for the purposes of legitimate interests pursued by our organisation or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject

If you have any questions about the collection and storage of your Personal Information, please contact us at eastcottcommunity@yahoo.co.uk

Using Personal Information

Eastcott Community Organisation may use your personal information to:

- enable us to contact you related to volunteering, work or as a Member of our organisation, and afterwards as necessary to demonstrate compliance with our policies and governing document. **We will ask for your consent to store personal data related to volunteering with us or becoming a member of our organisation.**
- contact you regarding a service that you may or are providing for us, to respond to an enquiry, and retain this information afterwards to comply with our policies, enable us to run our charitable business or due to any legal or recommended requirements to retain documentation (eg a paper trail for financial transactions). **We will store this data as we believe we have a legitimate interest to do so in order to run our organisation effectively. We will ask for your consent to store your special category data.**
- Some of the personal detail you provide may be 'special category data', for example related to illness or disability. This may be useful for example in volunteering and employment situations where we can identify if there are any reasonable adjustments that can be made.
- enable your access to and use of the website to make electronic bookings for services
- publish your feedback on the website in a way that ensures your full name and personal data are not disclosed
- contact you for the purpose of discussing a booking, that you have previously made

Your information will be held confidentially. Occasionally we may need to disclose information to our Data Processor. Where we need to do so, the Data Processor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified above, Eastcott Community Organisation may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, national security and in order to establish, exercise or defend its legal rights.

Securing Your Data

Eastcott Community Organisation will take reasonable technical and organisational precautions to :

- prevent the loss, misuse or alteration of your personal information
- store, process and transport all personal information you provide in a secure manner.

How long do we keep your personal data?

We will only keep data for as long as we need it. This means that we will delete it when it is no longer needed. We will keep some records permanently if we are legally required to do so and may keep some other records for an extended period of time to follow best practice. For example, it is currently best practice to keep employment records for 5 years.

Updating This Statement

Eastcott Community Organisation may update this privacy policy by posting a new version on our website at any time. You should check occasionally to ensure you are familiar with any changes.

<https://www.book-online.co.uk/eastcott/pages/policies>

Your rights and your personal data

You have the right to access, correct, have erased, and object to processing your personal data. You can make any changes easily by email, or by post (see Contact Details below).

When exercising any of the rights, we may need to verify your identity for your security. Once we have received your request we will respond within one month. For the right to access there are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

We will confirm whether the data has been deleted or processing has stopped or the reason why this cannot be done (for example because we need it for our legitimate interests or regulatory purpose(s)).

You have the right to lodge a complaint with the Information Commissioner's Office.

Please note that if you prevent us from processing your personal information, we may not be able to provide a service to you, or receive a service from you.

Communication

Please note that communication platforms that we use (email, Facebook, Twitter) have separate Privacy Notices and the responsibility for data safety will be summarised therein.

Contacting Us

If you have any questions about this Privacy Notice or your personal information, please contact us:

- by email to: eastcottcommunity@yahoo.co.uk
- by post to: Eastcott Community Organisation
c/o Eastcott Community Centre
Savernake Street, (Off Eastcott Hill), Swindon, SN1 3LZ

You may also wish to refer to our Data protection Policy and Data Protection Grid which is on our website at : <https://www.book-online.co.uk/eastcott/pages/policies>

* The material in this document does not give a full statement of the law, nor does it reflect changes after April 2018. It is intended for guidance only and is not a substitute for professional advice. No responsibility for loss occasioned as a result of any person acting or refraining from acting on the basis of this material can be accepted by the author or by Advising Communities.

I have read and understood Eastcott Community Organisation Data Privacy Policy. By proceeding, I consent to my personal data being collected and used as stated in this Privacy Notice *

Agree :

NAME:.....

Signature:.....

Date:.....