



Palgrave and District Community Centre (PDCC)- Privacy Policy Statement June 2018

This privacy policy explains how we use any personal information we collect about you.

1. 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 Regulation 2016/679 (the "GDPR")]

2. Who are we?

The PDCC is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PDCC complies with its obligations under [the 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.

4. What information do we collect about you?

We collect information about you when you become a member or renew your membership with us. We also collect information when you voluntarily complete any surveys, provide feedback and participate in any voluntary activities. Website usage information is collected using cookies.

5. How will we use the information about you?

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To inform individuals of news, events, activities of the charity
- To manage our staff and volunteers;
- To maintain our own accounts and records.

6. Sharing your personal data

Your personal data will be treated as strictly confidential, and will not be shared with any third parties

7. What is the legal basis for processing your personal data?

Processing is necessary for the legitimate interests of the data controller, except where such interests are overridden by the interests, rights or freedoms of the data subject.

The legitimate interests of the data controller are detailed in section 5 above.

Provided that:

- The processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- There is no disclosure to a third party without consent.

8. How long do we keep your personal data?

We keep your personal data for as long as you remain a member of the Charity, when your membership ends, your personal data is destroyed.

9. Marketing and Advertising

We would like to send you information about activities and events which may be of interest to you. If you have consented to receive our newsletter, you may opt out at a later date. You have a right at any time to stop us from contacting you for any purposes.

10. Your rights and your personal data

Unless subject to an exemption [under the GDPR], you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PDCC holds about you;
- The right to request that the PDCC 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 PDCC to retain such data;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- 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 object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

11. Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

12. Other websites

Our website contains links to other websites. This privacy policy only applies to the PDCC website so when you link to other websites you should read their own privacy policies.

13. Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 10th June 2018.

14. How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you: by email pdcc.chairman@gmail.com