



Little Chalfont Community Association

PRIVACY POLICY

Introduction

The Little Chalfont Community Association (LCCA) is an independent, unaligned and member based organisation. In meeting its objectives, we are involved in many short and long term projects that are of benefit to our members and the whole of the community. A major part of our operations is keeping members advised of activities on a regular basis both for information purposes and for opportunities to participate in our projects. Maintaining contact details is an inherent part of being a member.

What is this guide for?

Whenever we need to collect any of your data, we will let you know at that point *why* we need to do so and *what* it will be used for, but this guide provides a useful overview of all of those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

LCCA is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

Who's responsible for data the group collects?

LCCA is a Data Controller under the GDPR. LCCA's Data Protection Officer (DPO) is our Chairman, who can be contacted at chairman@littlechalfont.org.uk

What data do we collect and what do we use it for?

LCCA collects data from individuals to help us run the day-to-day operations of the Association, inform members about pertinent news about the village and to promote and communicate the Association's activities.

Members: for administering membership

When you join LCCA as a member, or during your membership with us, we will need to collect some of the following information on you: Name, Address and Email address(es) - (if applicable).

This data will be used by committee members to manage your membership with LCCA and to organise and run our activities. If you give us your consent to do so, we may also use your contact details to email you communications from LCCA.

Mailing list subscribers: for marketing and promotion

On joining the Association, we offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the Association's activities.

Marketing will always be restricted to projects in which the LCCA is involved and draw attention to opportunities for members and the community as a whole to participate in and/or contribute to the funding of those projects. Promotion will be restricted to activities and events of the LCCA and its member clubs and voluntary organisations.

When you sign-up to our mailing list we will ask for your name, email, and address and will use this data to send you information about our events and activities. We will *only* send you information that is related to the Association (e.g. we will *not* use your data to send you marketing messages from 3rd parties). Your details will be hidden on emails circulated.

Anything we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by contacting the DPO - the Chairman.

Website visitors: for running and improving our website

We use cookie technology when a person visits our website to collect and analyse *anonymised* data on how many people have visited, what pages they have looked at and other statistical information.

We use a banner to let users know about this on their first visit, and they can at any time disable cookies in their browser if they do not wish their (anonymised) data to be tracked. You can find out more about cookies at <http://www.allaboutcookies.org/>

Do we share your data with anyone else?

We will never pass your details on to third parties for marketing purposes. We sometimes use third party services to process your data (e.g. Google Drive). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

Are there special measures for children's data?

We do not knowingly collect or store any personal data about children under the age of 13.

How can you update your data?

You can contact us at any time at membership@littlechalfont.org.uk or write to us c/o the Parish Council Office to update or correct the data we hold on you.

How long we will hold your data?

The LCCA data retention policy is to review all data held on individuals when members renew and remove data where we no longer have a legitimate reason to keep it. All data is deleted when membership of the Association ceases. We retain indefinitely a separate record of just the years each address held membership of the association (if any).

What will we do if anything changes?

If we make changes to our privacy statements or processes we will post the changes in this document. Where the changes are significant, we may also choose to contact individuals affected with the new details. Where required by law, we will ask for your consent to continue processing your data after these changes are made.