

Sustainable Arnside Privacy and Data Protection Policy

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What type of information we have

We currently collect and process the following information:

- Personal identifiers – names and titles
- Contact details – email addresses, telephone numbers
- Home addresses

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for the following reasons:

- To maintain contact with our membership and others who have expressed an interest in our activities
- To share minutes, newsletters and items of interest
- To enable us to organise ourselves and carry out our mission

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information are:

- Your consent. You can remove your consent at any time. You can do this by contacting sustainablearnside@gmail.com
- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task.
- We have a legitimate interest.

What we do with the information we have

Members

- We use the information that you have given us to keep you informed about Sustainable Arnside activities
- We will share this information with other Members or outside parties if it helps us carry out our mission
- Otherwise, we will not routinely share this information without your permission

Non-Members

- We use the information that you have given us to keep you informed about Sustainable Arnside activities
- We will not share this information without your express permission

How we store your information

Your information is securely stored. We will keep your personal contact information during the period of your membership and/or interest in the activities of Sustainable Arnside. We will then dispose your information by securely deleting your record.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your information.
- Your right to object to processing - You have the right to object to the processing of your personal data.
- Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you.
- You are not required to pay any charge for exercising your rights.

If you make a request, we have one month to respond to you. Please contact us at sustainablearnside@gmail.com if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Helpline number: 0303 123 1113 <https://ico.org.uk/global/contact-us>