

## **The Wiggonholt Association**

### **DATA PROTECTION POLICY**

#### **1. Introduction**

The legal basis for holding and using personal information is being changed by the General Data Protection Regulations (GDPR) of the European Union and the Data Protection Bill which is now before Parliament. Personal information is given greater protection and, in many situations, organisations need the consent of individuals to collect and use their information. However, organisations are also permitted to collect and use personal information where they have a legitimate interest in doing so.

The Wiggonholt Association Committee believes that it has a legitimate interest in collecting and using information about its members, because it could not provide them with information about the Association's activities unless it has a database of their names and addresses. The collection and use of this information is essential to the functioning of the Association. The Association is, however, obliged to inform its members of what information it holds about them, and what use is made of this information.

A more detailed description of the Association's right to hold information on its members can be provided on request.

#### **2. Your Personal Data**

The information we obtain when you join the Association includes your name, address, telephone number and email address. This information will not be shared with any other organisation. We also obtain information about members' bank accounts if they pay their subscriptions by standing order, but this information is destroyed once we know that payment is being made.

As part of your relationship with us, you will be on our mailing list and we will send you newsletters and information about events and consultations relevant to the objectives of the Association. Emails may be used for these purposes. You may opt out by notifying us at [david@wiggonholt.org](mailto:david@wiggonholt.org) or by post to Kings Acre, Kings Lane, Marehill, Pulborough, West Sussex RH20 2EB

### **3. Updating your Information and Retention**

If any of your information is inaccurate or if it changes, please notify us by email or post as above. We will retain your personal information only whilst it serves to support your membership of the East Preston and Kingston Preservation Association. On termination of your relationship with us or on death, the information will be retained for two years for demographic and statistical purposes.

### **4. Access to personal data**

You have the right to obtain:

- confirmation that your data is being processed
- access to your personal data and to information corresponding to that in this privacy notice

### **5. Internet and Data Storage**

We have procedures and security features in place to keep your data secure once we receive it. Your data is held in the UK only. Please remember that methods of Internet communication, such as emails and messages sent via a website, are not secure, unless they are encrypted. We take no responsibility for any unauthorised access or loss of personal information that is beyond our control.

### **6. Changes to Data Protection Policy**

Our Data Protection Policy may change from time to time. In this case, the amended version will be circulated to members with a Newsletter.

**13<sup>th</sup> April 2018**