

Data Privacy Statement

Introduction

This Data Privacy Statement (**DPS**) provides you with important information about how and why Egglescliffe Community Association collects and Processes your Personal Data. Egglescliffe Community Association will be what's known as the 'Controller' (**Controller**) of the Personal Data you provide to us.

What personal data do we collect?

Personal Data (**Personal Data**) is any information identifying you, or information relating to you, that we can identify (directly or indirectly) from that data alone (or in combination with other identifiers we possess or can reasonably access). The below table details the personal data that we may request.

Personal Data		Excluded / Not Personal Data
Personal Data	Special Category Personal Data	
<ul style="list-style-type: none">• Name• Address• Telephone number• Date of birth	<ul style="list-style-type: none">• Physical or mental health conditions –• Criminal offences and convictions (e.g. DBS checks)	<ul style="list-style-type: none">• Anonymous data• Data that has had your identity permanently removed (e.g. statistical information about your preferences which you cannot be identified)

In some limited circumstances, and for specified purposes, we will also Process Personal Data relating to your next of kin and/or dependants. For example, where emergency contact details are required for under 18's within groups.

What is Processing?

Any activity that involves the use of your Personal Data is referred to as Processing (**Processing** or **Process**). It includes:

- Obtaining, recording or holding Personal Data;
- Carrying out any operation or set of operations on Personal Data (e.g. organising, amending, retrieving, using, disclosing, erasing or destroying it); and
- Transmitting or transferring Personal Data to third parties.

Our commitment to complying with the Data protection principles.

We adhere to the Data Protection Principles (**DPP**) relating to Processing of Personal Data (as set out in the General Data Protection Regulation (EU 2016/679) (**GDPR**)). The DPP require Personal Data to be:

- Processed lawfully, fairly and in a transparent manner;
- Collected only for specified, explicit and legitimate purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed;
- Accurate and where necessary kept up to date;
- Not kept in a form which permits your identification for longer than is necessary for the purposes for which the data is Processed;
- Processed in a manner that ensures its security, using appropriate technical and organisational measures to protect against unauthorised or unlawful Processing and against accidental loss, destruction or damage;
- Not transferred to another country without appropriate safeguards being in place; and

Data Privacy Statement

- Made available to you on request and that you are allowed to exercise certain rights in relation to your Personal Data.

Why do we need your personal data?

- Within our constitution we must hold a register of all members of Egglescliffe Community Association.
- To communicate with you in connection with changes to our events being held within the Association.
- To understand how your health may be relevant for first aid response requirements. (Where information is freely given by persons only)
- So that we can notify your next of kin in the event of your suffering an injury or illness. Under 18' only.

How do we process your personal data?

Your Personal Data will be Processed by section Committee's and the Management Committee when required.

Do we share your personal data?

Your personal data will not be shared with anyone outside of the relevant group and Management Committees.

How long we keep your data?

Data Type	Retention Period
Membership information form.	For the full period of your membership with the association
Next of kin information, for under 18's	For the full period of your membership with the relevant section
Meeting Minutes (Name listed only)	Indefinitely (For historical purposes)
Management Committee Members – Names only	Indefinitely (For historical purposes)
Section publicity, including Event>Show programmes – Names only	Indefinitely (For historical purposes)

What are your rights in relation to personal data?

You have rights when it comes to how we handle your Personal Data. Some of these rights are dependent on the nature and purposes of the processing. In summary, these include rights to:

- Withdraw your consent to Processing at any time (where we have relied on your consent to conduct the Processing);
- Receive certain information about our Processing activities;
- Request access to the Personal Data that we hold on you;
- Prevent our use of your Personal Data for direct marketing purposes;
- Ask us to erase Personal Data if it is no longer necessary in relation to the purposes for which it was collected or Processed or to rectify inaccurate data or to complete incomplete data;
- Restrict Processing in specific circumstances;
- Challenge Processing which has been justified on the basis of our legitimate interests or in the public interest;
- Prevent Processing that is likely to cause damage or distress to you or anyone else;

Data Privacy Statement

- Be notified of any personal data breach which is likely to result in high risk to your rights and freedoms;
- Make a complaint to the Information Commissioner; and
- In limited circumstances, receive or ask for your Personal Data to be transferred to a third party in a structured, commonly used and machine readable format.

If you wish to exercise any of your rights in relation to your Personal Data, or if you require further information about our Processing of your Personal Data, please contact our Data Protection Officer Ben Thompson.

How do we ensure your personal data is safe and secure?

We will take appropriate security measures against unlawful or unauthorised Processing of, or the accidental loss of or damage to, your Personal Data.

We have put in place procedures to maintain the security of your Personal Data from the point of collection to the point of destruction.

We will maintain data security by protecting the confidentiality and availability of your Personal Data. Only people who are authorised to use your Personal Data can access it and authorised users can only access Personal Data for authorised purposes.

Changes to the data privacy statement

We keep our practices and policies regarding the collection, Processing and security of Personal Data under continual review and may update them from time to time. We therefore reserve the right to change this Data Privacy Statement at any time. We will notify you of any changes made at the appropriate time and may re-issue a new Data Privacy Statement if appropriate.