

DATA PRIVACY NOTICE

To be reviewed annually at Carbrooke Heritage Group AGM

CARBROOKE HERITAGE GROUP

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 (the "GDPR").

2. Who are we?

Carbrooke Heritage Group, is the data controller. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Carbrooke Heritage Group 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.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in Carbrooke, and for anyone interested in the Heritage of Carbrooke, as specified in our constitution;
- To fundraise on behalf of Carbrooke organisations, and to promote the interests of Carbrooke and the Heritage Group.
- To manage our volunteers;
- To administer and maintain our own accounts and records.
- To inform of news, events, and activities in Carbrooke.
- To maintain a list of people researching their Carbrooke ancestry. Data will only be shared with consent.

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

- Explicit consent from you, so that we can keep you informed about news, events, activities, & process donations.
- Processing is carried out by a not-for-profit body providing:
 - 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.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the group in order to carry out a service to other members or for purposes of the heritage group. We will only share your data with third parties with your consent.

6. How long do we keep your personal data¹?

We keep data for as long as you wish to be involved with the group, and will regularly update our records.

7. 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 Carbrooke Heritage Group holds about you;
- The right to request that Carbrooke Heritage Group 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 the Carbrooke Heritage Group to retain such data;
- The right to withdraw your consent to the processing at any time
- 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) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact Carbrooke Heritage Group Secretary; Angela Weatherill at carbrookeheritage@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.