**North Camp Matter Community Association**

**Privacy Notice**

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 process of personal data is governed by the General Data Protection Regulation (GDPR) 2018

2. What are the General Principles of GDPR?

All personal data must be:

* Processed lawfully, fairly and in a transparent manner.
* Collected for specified, explicit and legitimate purposes.
* Adequate, relevant and limited to what is necessary.
* Kept in a form which permits identification of data subjects for no longer than is necessary.
* Processed in a manner that ensures appropriate security of the personal data

3. Who are we?

North Camp Matters Community Association (NCMCA) is a volunteer run organisation serving the local community of North Camp in Farnborough. NCMCA relies on its people to support its objectives, membership fees and donations to fund NCMCA. NCMCA only holds personal information as is strictly necessary to perform its functions and, as your privacy is important to NCMCA, only committee members who carry out work for NCMCA are provided with access. We do not share your data with any third parties, other than required by law.

4. Who are the NCMCA Data Controllers

The committee members of North Camp Matter Community Association are the organisation’s Data Controllers. They decide how your personal data is process and for what purposes.

5. What personal data to we record and how do we store and use it?

We record and store name, address, telephone number, email address on membership forms. The membership committee member compiles a computerised Membership List that is then provided to all the committee members. The committee maintains computerised mailing lists of the people who have provided an email address, the Treasurer maintains the hard copy records of the individuals and all records relating to payments.

6. How do we process your personal data?

NCMCA comply with their statutory 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 the appropriate technical measures are in place to protect personal data.

We use your data for the following purposes: -

* To administer membership
* To fundraise and promote the interests of the organisation
* To maintain our own records and accounts
* To inform people of news, events and activities run by NCMCA
* To inform people of news, events and activities of appropriate kindred bodies which we considered to be of interest.

7. What is the legal basis of processing your personal data?

NCMCA has determined that Contract is the lawful reason: the processing is necessary for a contract we have with the individual, or because they have asked us to take certain steps before entering into a contract.

8. Sharing your personal data

Your personal data will be treated as strictly confidential, and apart from the committee members, will only be shared where necessary to carry out the contract.

9. How often do we amend details of your Data?

NCMCA will assume that the details of your Data remain correct unless you notify them of a change.

10. How long do you keep personal data?

We only keep your data for the time you are a member of NCMCA unless required to do so by law. Specifically, we retain financial information for up to 7 financial years after the tax year to which they relate.

11. 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 be informed – to know what, how, when and for how long data is used;
* The right to access – to be able to see and know what data is being held and to request a copy of your personal data which NCMCA hold about you;
* The right to rectification – to request that NCMCA corrects any personal data if it is found to be inaccurate or out of date;
* The right to erasure; - to request that your personal data is corrected or erased where it is no longer necessary for NCMCA to retain such data;
* The right to change your consent – at any time either to withdraw your consent or to amend your consent to the processing of your data;
* The right to restrict processing – to stop data being used for certain purposes.
* The right to portability – to request that the NCMCA Data Controller provides your data directly to another Data Controller.
* The right to object – to lodge a complaint about how data is used and if necessary refer the matter to the Information Commissioner’s Office.

12. Further Processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will issue a new notice explaining the new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

13. Website

The website does not use persistent cookies to track users browsing on the website or store any user’s data. The website does log the IP address of the users and the browser used for statistical purposes only.

14. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Chairperson of NCMCA at NCMCA (NORTH CAMP), PO Box 532, Farnborough, GU14 4HL or email: northcampmattersinfo@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.