

Birchmeadow Centre Management Committee

Privacy Notice and Policy

June 2018

The Birchmeadow Centre Management Committee (BCMC) is committed to protecting and respecting your privacy. BCMC has developed this Privacy Notice in accordance with the requirements of the General Data Protection Regulation 2018 (GDPR).

BCMC has not appointed a Data Protection Officer to oversee our compliance with the GDPR as we are not required to do so, but our Data Processor has overall responsibility for our data protection compliance. Our contact details are in the "Contacting Us" section at the end of this notice.

This notice explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others, and your rights in relation to your personal data.

This Notice also serves as BCMC's Privacy Policy.

Data protection law

Data protection law says that the personal data we hold on you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that have been explained to you, and not used in any way that is incompatible with those purposes.
- Relevant to the purposes that we've told you about, and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as is necessary for the purposes we have told you about.
- Kept and destroyed securely with appropriate measures to protect your personal data from loss, misuse, unauthorised access and disclosure.

How do we collect information about you?

We obtain information about you in the following circumstances:

- when you ask to receive our email newsletter.
- when you enquire about and/or enter into our room hire agreement to hire any of the facilities at the Birchmeadow Centre.
- when you provide goods or services to BCMC.
- finally, should you become a part-time employee or trustee of BCMC.

What type of information is collected about you?

The personal information we collect might include your name, email address, telephone number and IP address. Where necessary (ie for the performance of a contract with you), we may also hold your bank account details, as provided by you.

The legal bases for processing your personal data are:

- that you have given your consent (eg when you request our newsletter).
- that it is necessary for performance of a contract with you, or to take steps to enter into a contract.
- because we have a legal obligation to do so (eg in respect of our trustees and employees)

How is your information used?

We may use your information to:

- send you our email newsletter or other communications concerning the Birchmeadow Centre and its management that may be of interest to you,
- contact you by post, email or telephone and/or
- carry out our legal and any other statutory obligations

How long do we retain your information?

We will hold your personal information on our systems for as long as is necessary to comply with any relevant statutory obligations or for the proper conduct of our business. For example, it is currently best practice to keep financial records for a minimum period of [8] years to support HMRC audits or provide tax information. In general, we will endeavour to keep data only as long as it is reasonable and necessary to do so. This means we will delete it when it is no longer needed or is not reasonable to retain it.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We will not release your information to third parties unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

We may also share your data with:

- a commercial provider who is contracted to publish or distribute our newsletter on our behalf, or to maintain our database software, and/or
- a specialist provider of accounting software for the purposes of our own proper bookkeeping and accounting purposes

but such a third parties will have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data.

How you can access and update your information?

The accuracy of your information is important to us. You can check the information we hold is correct by email as in the "Contacting Us" section at the end of this notice.

What are your rights?

- (a) the right to access;

At any point you can contact us to request the personal data we hold on you, as well as why we hold it, who has access to it and where we obtained the personal data from. Once we have received your request, we will respond within a month. There are no fees or charges for this first request.

- (b) the right to correct and update the personal data we hold on you;

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated. You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

- (c) the right to have your personal data erased;

If you feel that that we should no longer be using your personal data or that we are using it unlawfully, you can request that we erase it. When we receive such a request we will confirm whether the personal data has been deleted, or the reason why it cannot be deleted (eg because we need to keep it to comply with a legal obligation).

- (d) the right to object to the processing of your personal data, or to restrict it to certain purposes only;

You have the right to ask us to stop processing your personal data or to ask us restrict processing. On receiving such a request, we will contact you and let you know if we are able to comply with your request or if we have a legal obligation to continue to process it.

- (e) the right to data portability;

You have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

- (f) the right to withdraw consent;

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

- (g) the right to complain to a lodge a complaint with the Information Commissioner's Office;

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioners Office (ICO) on 0303 123 1113 or by email at <https://ico.org.uk>. The ICO's address is Wycliffe house, Water Lane, Wilmslow, Cheshire SK9 5AF.

Changes to this notice

We may change this policy/notice from time to time. Any updates will be on this webpage. This notice was last updated in June 2018.

Contacting Us

Please contact us if you have any queries or complaints about this Privacy Notice or the personal data we hold on you, or to exercise any of the rights referred to above:

By email to: webby@birchmeadow.org.uk

Via the Contacts page on our website: <https://www.birchmeadow.org.uk/contact/>

Alternatively, messages can be left on 01952 882210.