

Crofton Community Association

General Data Protection Regulations - May 2018

CCA Policy

Privacy Notice

The Crofton Community Association will be what's known as the "Controller" of the personal data you provide to us. We only collect basic personal data for membership purposes and facility hirers which includes name, address, telephone number, group attending and email address. We need to know your basic personal data in order to provide you with on-going organisational updates and for internal record keeping in respect of membership rights. By asking for this information by which you can be identified we guarantee it will only be used in accordance with this statement.

All the personal data we process is processed by our staff within the Community Centre. (All CCA staff have undertaken a CRB/DBS Disclosure) We have a data protection regime in place to oversee the effective and secure processing of your personal data.

Employees only: We are required under UK tax law to keep your basic information, for a minimum of 6 years. We also require your name, address, telephone number and next of kin details in the case of emergency.

None of the personal data held whether it is members, hirers or staff is forwarded to third parties without the individual's consent.

The CCA's Data Protection Officer is: The Chairman, c/o The CCA, Crofton Community Centre, Stubbington Lane, Stubbington, Fareham, Hants. PO14 2PP.

What are your rights? If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office.