



Data protection, privacy and communications policy

Jan 2019

www.calvertgreen.com is a website operated by Calvert Green Community Association (CGCA). We are a registered charity and our registration number is 1104354 in England and Wales.

The CGCA is an Unincorporated Charity

The CGCA takes the privacy of our supporters and volunteers very seriously. At CGCA we are strongly committed to protecting your privacy and every reasonable effort is taken to ensure that your information is kept secure and intact. This policy describes how The CGCA collects and uses personal information about the people who visit our website and give us their data over the phone, face-to-face, and in writing. This policy also states how and why we use data, how we store it and how individual personal preferences can be amended.

The terms of this policy may change, so please check it from time to time. This version published on January 8th 2019 supersedes all previous versions.

By using our website, you are accepting and consenting to the practices described in this policy. If you have any queries about this policy please contact:

The Chairman
CGCA
Calvert Green Village Hall
Buckinghamshire
MK18 2FJ

E-Mail: thecgca@calvertgreen.com

CGCA Privacy Statement

General Data Protection Regulation (GDPR) provides the legal framework that defines how personal information can be used. The CGCA is fully committed to complying with the principles set out in GDPR and has a legal duty to protect any information we collect from you. Please read this privacy policy to understand how we use your data. In summary:

- Your personal information is only used for the purpose for which we collect it.
- Only information that we need is collected.
- Fundraising communication will be limited to a maximum of 72 months if we do not hear from you during this time.
- Your personal information is only seen by those who need it to do their jobs.
- We will only disclose data when we have your consent, or where we are obliged to disclose personal data by law, or as expressly permitted under the GDPR (through contract; legal obligation, vital interests; public task; or legitimate interests).
- We will keep your information up to date. Inaccurate or misleading data will be corrected as soon as possible.
- Personal information is retained only for as long as it is required for the purpose collected.
- Your information will be protected from unauthorised or accidental disclosure and processed in an appropriate manner to maintain its integrity and confidentiality.
- We will provide you with a copy of your personal information on request (please see below for information on access rights and requests).

These principles apply whether we hold your information on paper or in electronic form.

How do we collect information?

If you provide services to The CGCA, we will collect information in line with your contract for services.

We may also collect technical information relating to your use of our website, including your browser type or the Internet Protocol (IP) address used to connect your computer to the internet.

We also gather general information about the use of our website, such as which pages users visit most often and which services, events or facilities are of most interest. We may also track which pages users visit when they click on links in emails.

We obtain personal information from you when you enquire about our activities – including fundraising, register with us, send or receive an email, donate to us, ask a question or otherwise provide us with personal information.

We will only ever collect the information that we need, including data that will be useful to help improve our services. The information is either needed to fulfil your request or to enable us to provide you with a more personalised service. You don't have to disclose any of this information to browse our sites.

What information do we collect?

The personal information we collect might include name, email address, postal address, telephone number.

Why do we collect this information?

We collect this information for the purpose of promoting the aims of the Charity and communicating effectively and appropriately with our supporters.

How do we use this information?

We will use the information you provide in the ways set out below:

- promote the aims of The CGCA;
- to communicate, dealing with your enquiries and requests, recording any contact with you;
- to provide you with information that you have indicated an interest in, for example information about volunteering & fundraising events;
- for administrative purposes.

If you enter your contact details we may use this information to contact you even if you don't "send" or "submit" the form. We will only do this to see if we can help with any problems you might be experiencing with the form or with our websites.

Do we share your information with anybody else?

We may need to disclose your information if required to do so by law or as expressly permitted under applicable data protection legislation. We do not sell personal details to other charities or other third parties.

Our websites may include links to websites run by other organisations. The CGCA is not responsible for the privacy practices of these other websites so you should read their privacy policies carefully before sharing any personal or financial data.

Storing and protecting your information

We recognise the concerns that many people have about giving personal information online or in person. We place great importance on the security of all personally identifiable information associated with our supporters and volunteers. We have security measures in place to protect against the loss, misuse and alteration or destruction of personal data under our control. Information is stored by us on computers located in the UK. We may also store information on paper files.

However, no data transmission over the internet is 100% secure. As a result, whilst we cannot absolutely guarantee that loss, misuse or alteration of data will not occur while it is under our control, we use our best efforts to prevent this and protect your personal information.

We will keep your information only for as long as we need it to provide you with information you have required. When your information is no longer required, we will always dispose of it securely.

Transfer of Information Outside of the EU

Given that the Internet is a global environment, using it to collect and process personal data necessarily involves the transmission of data on an international basis. This means for instance that data you pass to us may be processed outside the European Economic Area, although the data will always be held securely and we will take steps to ensure that any third-party organisation we engage to process data on our behalf provides an adequate level of protection in accordance with GDPR. By submitting your personal information, you agree to this transfer, storing or processing at a location outside the EEA.

Under 13s

CGCA is concerned to protect the privacy of children aged under 13. We will seek consent from a parent or guardian before collecting personal information about a child aged under 13. We will not knowingly request or collect from a child any information that can be traced to the child, such as an email address, name, or information about the child's family. Unless a parent or guardian consents to such use in advance.

For our Calvert Green 300 club, due to Gambling Commission regulations, we cannot allow people under the age of 16 to take part.

Your Rights

You have a right to object to The CGCA processing your personal information ('right to object') at any time where we rely on our legitimate interests for doing so. Such a request must be sent to thecgca@calvertgreen.com.

You also have a right to object to our processing your data for the purposes of marketing. The CGCA always acts upon your choices around what type of communications you want to receive and how you want to receive them. You have a choice about whether you want to receive information about the Charity's work. We will not use your personal information for marketing purposes if you have

indicated that you do not wish to be contacted. You can change your marketing preferences for what you receive from us and how, at any time, by contacting thecgca@calvertgreen.com.

You have a right to ask us to confirm whether we are processing information about you, and to request access to this information ('right of access').

You may ask us, or we may ask you, to rectify information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate or complete information which is incomplete ('right to rectification').

You have a right to obtain your personal data from us and reuse it for your own purposes, perhaps for another service, without hindering the usability of the data ('right of portability').

You have a right to seek the erasure of your data (often referred to as the 'right to be forgotten'). You may wish to exercise this right for any reason, for example where it is no longer necessary for us to continue holding your personal data you may withdraw your consent. This right however is not absolute, for example, to comply with legal obligations.

If you would like to exercise any of your rights above, please contact thecgca@calvertgreen.com we will act in accordance with your instructions as soon as reasonably possible and there will be no charge.

You have a right to report any of your concerns about our use of your data to the Information Commissioner's Office. You may do so by calling their helpline at 0303 123 1113.

Cookie Usage

CGCA website uses cookies, tracking pixels and related technologies. Cookies are small data files that are served by our platform and stored on your device. Our site uses cookies dropped by us or third parties for a variety of purposes including to operate and personalise the website and to ensure you see content that is relevant to you. Cookies help us to provide you with a better experience by allowing us to understand what areas of the website are of interest to our visitors (e.g. via Google analytics).

To learn more about cookies and how to manage them, visit [AboutCookies.org](https://www.aboutcookies.org).

Changes

We may change the terms of this privacy statement on occasion but will not reduce your rights under this Privacy Policy without your explicit consent. If we do so, we will post the changes here, so please check from time to time. We will also keep prior versions of this Privacy Policy in an archive. By continuing to use our websites you will be deemed to have accepted such changes.

If you have any questions about this policy or how we use data, please contact thecgca@calvertgreen.com

Data Protection Regulator

Further information and advice about data protection is available from:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Tel: +44 (0) 01625 545 745

Website: www.ico.org.uk