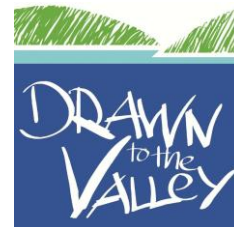


Drawn to the Valley

Notice to members under General Data Protection Regulations (GDPR) 2018

Privacy Notice and Policy



Introduction

Drawn to the Valley (hereinafter called the Organisation) is an unincorporated, not for profit, community association, and is the data controller as required by and defined in GDPR. Drawn to the Valley is responsible for the protection of your personal data held by the organisation.

The full details of the organisation are:

- The name of the organisation is Drawn to the Valley
- Administration is by a voluntary committee assisted by part time freelance administrator / secretary
- The postal address of the organisation is: c/o Tamar Valley AONB, Tamar Valley Centre, Drakewalls, Gunnislake, Cornwall PL18 9FE
email addresses are: admin@drawntothevalley.co.uk or info@drawntothevalley.co.uk

Personal data means any information capable of identifying the individual. It does not include any anonymised data.

As a member or potential member of the organisation you have provided personal data which assists in the administration thereof. This data includes your name, address, email address, telephone number(s) and payment records. These may be held in electronic and hard copy formats. The honorary treasurer may also hold banking details which you have supplied to facilitate payments of expenses, or monies owed for sales. The latter details are only held in the form of payees in the organisations on line banking administration.

Your privacy is taken seriously, and your personal data will only be used within the organisation. We will not share your data with any other organisation. Your data will solely be used for administration of the organisation and to enable communication with you in respect of your membership, the activities of the group, and other opportunities which are related to the activities of the group.

The purpose for processing, what processing is done, and the lawful basis for doing it.

All personal data are provided by you and may be recorded in hard copy or digital format

- on your application for membership / renewal
- on entry forms for exhibitions and events in which you participate

Data may be transcribed in digital format in Excel spreadsheets and licensed accounting software to assist with administration and bookkeeping, communication within the organisation and in compliance with individual's right portability.

Administration of the Organisation's affairs is the legitimate interest of the Organisation and is therefore the lawful basis for holding and processing personal data. a "Legitimate Interests Assessment" has been carried out, and ICO guidelines have been followed to arrive at this decision.

No automated decision making, nor any type of automated profiling is carried out using this data.

Data Security

Current digital transcriptions are held on personal computers by the administrator, secretary, chair, vice chair, honorary treasurer, area representatives and other voluntary committee members as required for the administration of the affairs of the organisation. Data may be backed up to external hard drives with password protection and proprietary anti-virus protection, and to cloud-based file hosting services.

Hard copy data is held by the administrator in secure storage.

Procedures are in place to recognise and deal with any suspected personal data breach. You, and any applicable regulator will be notified of a breach if a legal requirement to do so exists.

Data Retention

Data will only be retained for as long as necessary to fulfil the purposes we collected it for including satisfying any legal, accounting or reporting requirements.

Decisions on the duration of retention of data will take into account the amount, nature and sensitivity, the processing purposes, any potential risk from unauthorised use or disclosure, and any legal requirements.

For Tax purposes the law requires us to keep basic information about members transactions with us for 6 years after they resign their membership.

Data may be anonymised for statistical purposes in which case the information may be used indefinitely without further notice.

Your rights

Under data protection laws you have rights in relation to your personal data that include rights to:

request access

request correction

request erasure, restriction or transfer

to object to processing

to portability of data

and (where the lawful ground for holding the data is "consent") to withdraw that consent.

Details of these rights are available at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gpdr/individual-rights/>.

If you wish to exercise any of these rights, please email the organisation.

You will not have to pay a fee to access your personal data under normal circumstances. However, if your request is clearly unfounded, repetitive or excessive a fee may be charged, or the organisation may refuse to comply with your request.

We may need to confirm specific information to help us to confirm your right to access data. This is a security measure to ensure that data is not disclosed to any person who has no right to receive it.

We will try to respond to legitimate requests within one calendar month. You will be notified if the complexity or number of your requests is likely to cause delay in response.

If you are not happy with any aspect of how we collect or use your data, you have the right to complain to us. If you are not satisfied with our response you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk) from whom further information is also available.