

HADDINGTON COMMUNITY DEVELOPMENT TRUST DATA PRIVACY POLICY

HCDT is committed to protecting your privacy.

In order to keep our members and others that are interested in the work of the HCDT informed of our activities we need to collect certain information from you. This Privacy Policy explains when and why we collect personal information about you as well as the types of personal data we may collect when you interact with us in person or online. It also explains how we'll look after your data and keep it safe. We want you to be fully informed about your rights, and how HCDT uses your data.

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 processing of personal data is governed by the General Data Protection Regulation 2016/679 (the GDPR)

The Data we collect and how we collect it

The personal data we may collect includes your name, address, email address and telephone number. We collect this data

- When you become a member of HCDT
- If you attend a members meeting of HCDT
- If you attend a Public meeting of HCDT
- If you sign up to our e-newsletter on our website

How do we process your personal data?

- HCDT complies with its 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 appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes:
 - To enable us to provide a voluntary service for the benefit of the public as specified in our constitution;

- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records.
- To operate the www.trusthaddington.org web site and deliver the services that individuals have requested.
- To inform individuals of news, events or activities run by HCDT
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

What is the legal basis for processing your personal data?

- Processing is necessary for the HCDT to contact our members regarding events news and activities of the HCDT.
- Processing is carried out by a not-for-profit body and the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will not be shared with any third party.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes

To contact you about your membership, news and activities of the HCDT.

You can, of course, request that we delete your data at any time by clicking on the unsubscribe link on any email communication sent to you or emailing us at:

haddingtoncdt@gmail.com

Unless subject to an exemption [under the GDPR], you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which HCDT holds about you;
- The right to request that the HCDT corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for HCDT to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction be placed on further processing;
- The right to lodge a complaint with the [Information Commissioners Office](#).

Further processing

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

Where and whenever necessary, we will seek your prior consent to the new processing. Contact Details To exercise all relevant rights, queries of complaints please in the first instance, contact us at:

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Chair

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