

# Privacy Notice

## Name of Organisation

**Worlebury Residents Association** (for more information see [www.worlebury.org.uk](http://www.worlebury.org.uk)).

## Notice

The following privacy notice applies from the publication date. It explains how we collect, store and use the personal information you provide to us or we collect from you. As a data controller, we comply fully with the relevant legislation on data protection. We may update the terms of this notice at any time and will notify you of any changes.

## Purpose for processing and legal basis

We collect and process personal information for the following purposes:

- Processing your membership
- Notifying you of events and fund-raising events being held by the association, and informing you of the activities of the association.
- Processing of payments for events and any donations for accounting; recording attendance at Annual General Meetings.
- In addition, we are often notified of other third-party events and activities that may be of interest to our members because they are linked to our activities. We would like to pass on this information to you as a member and rely on your consent to do so.

We will only share your information in accordance with data protection legislation, or where we are legally required to by governmental or law enforcement authority.

We do not pass your details on to any third parties for marketing purposes.

## Personal information collected:

Name, address, telephone number, email addresses, and any photographs of members, for example for use in programmes or as a record of association events.

We are committed to keeping your personal information safe and we have procedures in place to secure your personal information. We store your information electronically and on paper.

Please keep us up to date with any changes to the personal information we hold about you.

## How long we will hold your information

We will only hold your personal information as long as is reasonably necessary to carry out the services detailed. Your personal information will be deleted on request.

Some information, for example photographs of events, may also be kept as a permanent record of the society's activities.

If we delete or dispose of your personal information it will always be done securely.

## Your information rights

You have the following rights in respect of the personal information we hold about you as follows:

- To access a copy of the personal information we hold about you;
- To have inaccuracies in the personal information we hold about you to be corrected;
- To request that the personal information we hold about you is deleted;
- To object to or request the restriction of the processing of your personal information by us.

If you wish to exercise any of the above rights or if you have a complaint about your information rights, or if you have any question about this notice, please contact us by email at

[wra@worlebury.org.uk](mailto:wra@worlebury.org.uk) or write to: The Secretary, The Worlebury Residents Association, 100 Worlebury Hill Road, BS22 9TG.

## Version Control

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