

PRIVACY NOTICE

The Hadley Wood Association

Registered office The HWA Centre, 1-7 Crescent East, Barnet, Herts EN4 0EL

Registered charity no. 1079744

OUR PRIVACY PROMISE

We are committed to protecting the privacy of personal information of our members that we collect in accordance with GDPR. We take your privacy seriously and treat all the information we collect with due care.

Our Privacy Policy explains how we collect, store and use your personal information. **Please see our separate CCTV Privacy Notice.** If you have any questions concerning your personal data and how we look after it then please contact us at hadley.woodassoc@btconnect.com. If you need to update your personal information or you would like to change how we contact you, please contact us at hadley.woodassoc@btconnect.com.

WHAT DATA WE COLLECT

The Hadley Wood Association will be the Data Controller of all the personal data we collect. We collect only basic personal data you have specifically and knowingly given to us.

WHY WE NEED YOUR DATA

To carry out reasonable administration of the Hadley Wood Association including membership, donations, bookings, volunteering and events. We will not collect any personal data from you we do not need other than for the purposes of the Hadley Wood Association.

HOW DO WE OBTAIN YOUR DATA?

Information may be collected on a paper form, by telephone, email, or by a member of our staff, or one of our affiliates.

WHO WILL HAVE ACCESS TO MY INFORMATION?

Your information will only be accessible to our trustees, staff, and volunteers if it is appropriate in order for them to carry out reasonable administration of the Hadley Wood Association, where you consent, or we are legally required.

We will never sell your personal information, or let other organisations use it for their own purposes.

We will only share your personal information where:

We are legally required to, or as a result of a lawful request by a governmental or law enforcement authority.

HOW LONG WILL WE KEEP YOUR INFORMATION?

We will only hold your personal information for as long as reasonably necessary to administer your membership. Typically, this is five years since your last interaction with us unless we are required to hold it longer for legal or taxation reasons.

When we delete/dispose of your information, it will always be done securely.

PROTECTING YOUR PERSONAL DATA

We are committed to ensuring that your personal data is secure. We will inform you and the regulators if things go wrong and also let you know what we did to recover from such an incident.

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 for the attention of the Chair of the Trustees at hadley.woodassoc@btconnect.com 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 www.ico.org.uk