

GDPR (GENERAL DATA PROTECTION REGULATION)

SECURITY POLICY

FOR

SAVE (SAVE ASTON & WESTON VILLAGE ENVIRONMENTS)

1. Introduction

1. SAVE are committed to safeguarding the privacy of our members and in this policy we explain how we will treat your personal information.

2. Who we are

1. S.A.V.E – Save Aston and Weston Village Environments
2. We are a small pressure group formed to promote the public benefit in the areas of Aston on Trent and Weston on Trent and to ‘save’ and protect these Villages environments (herein after referred to as ‘the areas of benefit’).
3. You can contact us by using our website www.saveastonandweston.uk or by email – secretary@saveastonandweston.uk

3. What personal information we collect

We collect, store and use the following personal information that you supply when you complete your membership application:-

- Name, address, landline number, mobile number & email address
- Whether you are willing to help with leaflet distribution / helping on a SAVE stall / fundraising activities
- Any specific areas of expertise you may have offered
- Your dated signature as ‘consent.’

4. How we use your personal information

1. We may use your personal information to:
 - a. Keep you informed of any new Planning Applications that are made within the *areas of benefit*.
 - b. Keep you informed of any new planning applications within adjacent areas that may impinge on the village environments. e.g. traffic flows that may cause congestion or other issues spilling over to the *areas of benefit*.
 - c. To advise of any Public Meetings called, naming the purpose, venue and time so that you can attend if desired.
 - d. To ask for help in promoting S.A.V.E in various ways as is required. e.g. manning a stall at Well Dressing / delivering leaflets / putting up posters / any other supportive and promotive activity.
 - e. To ask for help in fundraising activities to further the longevity of S.A.V.E
 - f. S.A.V.E are also involved in many other areas besides Planning issues. These may include areas such as fracking, bus services, traffic issues, sand & gravel excavation, EMA airport issues, Castle Donnington race track and festival issues. We therefore will need to inform and notify the membership on any of these or associated subjects as per points a. to e. aforementioned.
2. Personal information submitted to us through our website will be used for the purposes specified in this policy or on the relevant pages of the website.
3. We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third party's direct marketing.

5. Disclosing personal information

1. We may disclose your personal information to any of our ***elected officers***, insofar as reasonably necessary for the purposes set out in this policy.
2. However to minimise any security breaches, unless absolutely necessary the database information will be limited to and stored by the Vice-Chair and Secretary of the S.A.V.E organization. Both these elected officers need this information to hand, in order to carry out their duties.

3. We may disclose your personal information:
 - a. to the extent that we are required to do so by law
 - b. in connection with any ongoing or prospective legal proceedings
 - c. in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk)
 - d. to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information
4. Except as provided in this policy, we will not provide your personal information to third parties

6. International data transfers

1. Information that we collect will only be stored and processed within the UK and is protected by UK Data Protection laws.

7. Retaining personal information

1. This section sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal information.
2. Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. The current membership fee is £2.00 per household for a period of 2 years. We have detailed on this form that the member's personal details will therefore be kept on file for a 2 year period, unless it is requested to keep the details on file by the payment of a renewal membership
3. Notwithstanding the other provisions of this section, we will retain documents (including electronic documents) containing personal data:
 - a. to the extent that we are required to do so by law
 - b. if we believe that the documents may be relevant to any ongoing or prospective legal proceeding
 - c. in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk)

8. Security of your personal information

1. We will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.
2. We will store all your personal information in paper format in a secure and locked cabinet.
3. We will store your electronic personal information on our personal pc's and these will be password protected
4. You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent to us over the internet.
5. We will always endeavour to send emails to the membership by (bcc) – blind copy to

9. Your rights

1. You have a number of rights under the Data Protection Act including:
 - a. The right to be informed about the collection and use of your personal data e.g. via this privacy notice
 - b. The right to access your personal data
 - c. The right to have any inaccurate personal data rectified, or completed if it is incomplete
 - d. The right to have your personal data erased in certain circumstances. We have detailed on our membership form that you may 'opt-out' at any point in time and your details will be deleted / destroyed within two weeks if requested
 - e. The right to request the restriction or suppression of their personal data in certain circumstances
 - f. The right to data portability – to obtain and reuse your personal data for your own purposes across different services
 - g. The right to object to our use of your information in certain circumstances e.g. for marketing or profiling purposes
2. If you would like to access your own personal information or exercise any of the rights detailed above please contact us by email on vicechair@saveastonandweston.uk
3. In the majority of cases, we will respond to your request within 14 days after receiving the necessary information required to deal with your request

4. We do not carry out any profiling or automated decision making based on your personal data
5. Full information on your rights under the Data Protection Act can be found from the following link:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

10. Cookies

1. Our website does not use cookies

11. Amendments

1. We may update this policy from time to time by publishing a new version on our website.
2. You should check this page occasionally to ensure you are happy with any changes to this policy.
3. This policy will be updated in line with the EU General Data Protection Regulations

12. If you have a concern about how your data is being handled

1. If you are unhappy about the use of your personal data, then please contact us directly and we will try to resolve your concern. You can also raise a concern directly with the Information Commissioner's Office and more detail on how to do this can be found from the following link:
<https://ico.org.uk/concerns/>

13. Further Information

1. If you have any questions which you feel have not been answered by this Privacy Notice you can email myself vicechair@astonandweston.uk or on my mobile 07971-218272