

# **SOUTHGATE DISTRICT CIVIC VOICE PRIVACY POLICY**

This Privacy Policy explains how and why we use the personal information we collect about you when you become a member of our organization, contact us by email or letter, attend any of our events, use any of our services or visit our website. The privacy and security of your personal information is always important to us.

Southgate District Civic Voice (SDCV) is a not-for-profit organisation run by volunteers and a copy of our constitution can be found on our website or is available from our Secretary.

SDCV collects information about you when you:

- apply for membership
- contact us
- sign up for email updates
- place orders for our products or services

This information may include some or all of the following:

- Name and title.
- Postal address and postcode.
- Email address.
- Telephone number.
- Method of contact.
- Membership details (date joined, newsletter delivery preference, volunteering choices). Payment information (date paid, the amount and payment method).

SDCV has a contractual relationship with its members, whereby they pay a membership subscription to enable us to administer and provide membership benefits, such as organising meetings, sending out our newsletter, keeping members informed.

Members' personal data comes to us on a paper form (new membership and renewal) and is retained. SDCV holds these forms in a locked fire-proof box. The Membership database is stored on computer in a secure cloud facility (Dropbox) and is maintained by the Membership Secretary and Treasurer. We only retain the Membership database for the current and one previous year.

Members who have requested our newsletter in a printed format will have their name and postal address used for delivery either by Royal Mail or our distribution team (all SDCV members). Members who have requested our newsletter in a digital format will have their email address used by our Editor for distribution via email.

SDCV also maintains a supporters list of individuals and organisations who want to be kept informed by email of what we are doing without other member benefits. Supporters' personal data (name and email address) comes to us by email or on a paper form, is transferred to our Supporters List stored on computer in a secure cloud facility (Dropbox) and any originating document is destroyed.

SDCV only uses personal data to administer the functions of a not-for-profit civic organisation. We will never sell personal information.

## **Your rights over your personal data.**

You have the right to request a copy of the information we hold about you.

You have the right to request the correction of personal data when incorrect, out of date or incomplete. Whenever you have given us consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

You have the right to erase your data.

You have the right to cancel your membership at any time and ask for your details to be removed.

You have the right to be informed of any data security breach.

You can contact SDCV by emailing us at [info@southgatedistrictcivicvoice.org](mailto:info@southgatedistrictcivicvoice.org) or by writing to our Secretary.

We will amend our Privacy Policy from time to time to ensure it remains up to date, the current version will always be posted on our website.

Last updated 25th February 2020.