

Alnwick Civic Society Privacy Notice: Draft

Alnwick Civic Society is committed to protecting the privacy and security of your personal information. This Privacy Notice describes how we collect, use, share, and protect your personal information in accordance with the General Data Protection Regulation.

Contact details

Email: contact@alnwickcivicsociety.org.uk

What information we collect, use, and why

We collect or use the following information for our charitable purpose:

- Names and contact details
- Addresses
- Records of meetings and decisions
- Payment details
- Website user information

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. Our lawful bases for collecting or using personal information for our charitable purpose varies according to the type of data and the situation. They include:

- Consent - we have permission from you after we gave you all the relevant information. You have the right to withdraw your consent at any time.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone.
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours.

Where we get your personal information from

Directly from you

How long we keep information

Your personal information will not be kept longer than is necessary for the specific purpose for which it was collected.

How to complain

If you have any concerns about our use of your personal data, please refer to our complaints policy. If you remain unhappy with how we’ve used your data after raising a complaint with us, you can also complain to the ICO.

The ICO’s address: is Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Version Control

Version No.	Approved by	Approval Date	Main Changes	Review Period