

Larkhill Centre Community Association Privacy Notice Data Protection Act 2018

The following **Privacy Notice** is a broad description of how the Larkhill Centre Community Association processes personal information.

We process personal information to enable us to provide a voluntary service to benefit the public of the area specified in our constitution.

More specifically, we administer a record of user groups; we raise funds and promote the interests of the charity; we manage our volunteers, and maintain our own accounts and other financial records as required by law.

We process personal information relevant to the above-mentioned purposes.

We may share this information with public bodies as required by law. We may share this information with appropriate trustees and members of the management committee for business reasons relating to the efficient operation of the charity.

When sharing data is necessary, we take action to ensure that we comply with the provisions of the Data Protection Act 2018.

For the purposes of compliance and continuous improvement Data Privacy will, from time to time, be reviewed at our management committee meetings.

There follows a short list of your rights relating to GDPR: -

You have the right to -

Be informed of the details about you that we process as well as any changes we make

Access your data

The rectification and validation of your data

The erasure of your data when appropriate

Restrict processing

Object and complain to the regulator if you have any concerns relating to your data -

Information Commissioner, 0303 123 1113, www.ico.org.uk/concerns

Any data breaches will be investigated and reported to the Information Commissioner's Office as may be necessary. We will review regularly our procedures for validating, protecting and managing all personal data.