

# Louth Community Arts Centre Project - Privacy Policy

## **Our contact details**

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## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (Including areas you will be prepared to volunteer)

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have completed one of our surveys and provided the (optional) information.
- You have completed an application form to join the group.

We use the information that you have given us in order to keep you informed about the progress of the group, to offer volunteering opportunities and to invite you to events we organise.

We will not share this information without your express and informed consent.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is:

**Your consent. You are able to remove your consent at any time. You can do this by contacting [help@savelouthlegion.org.uk](mailto:help@savelouthlegion.org.uk)**

## **How we store your personal information**

Your information is securely stored.

We keep names, contact details and volunteer information in a computer database for one year. We will then dispose your information by deleting your record unless you update it or agree us keeping it.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [help@savelouthlegion.org.uk](mailto:help@savelouthlegion.org.uk), you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [help@savelouthlegion.org.uk](mailto:help@savelouthlegion.org.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>