



Altrincham
& Bowdon
Civic Society

Registered Charity No. 246145

DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Altrincham & Bowdon Civic Society is the data controller (contact details – see page 4). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Altrincham & Bowdon Civic Society complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees, volunteers or supporters;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To send you legal notices and inform you of news, events and activities.

Page 1

President: Patricia Kovach Vice President: David Eastwood BA.

Chair: Judie Collins 0161 962 7108 Vice Chair: Paulina Lewis

Treasurer: Trevor Stone Clerk: Richard Hagon

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@altandbowdoncommunityvoice





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4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities, services and process your gift aid donations;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out only by the Altrincham & Bowdon Civic Society Data Controller or their representative;
- The processing relates only to members or former members (or those who have regular contact with it in connection with the aims of the society);
- There is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Altrincham & Bowdon Civic Society in order to carry out a service to other members or for purposes connected with the Society. We will only share your data with third parties outside of the Society with your consent.

6. How long do we keep your personal data ?

We keep data only for as long as the person or persons remain members of the Society. In the case of non members such as volunteers or supporters we will keep their data only for as long as they are associated with the Society or actively advise us otherwise.

Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

Page 2

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7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Altrincham & Bowdon Civic Society holds about you;
- The right to request that the Altrincham & Bowdon Civic Society corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Altrincham & Bowdon Civic Society to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*];
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Page 3

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9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the The Membership Secretary, Altrincham & Bowdon Civic Society, 14 Greenwood Street, Altrincham, Cheshire, WA14 1RZ. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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