

## **DATA PROTECTION POLICY Marlow Community Association (MCA)**

MCA is committed to protecting and respecting your privacy.

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 MCA'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? MCA is the data controller. This means it decides how your personal data is processed and for what purposes. MCA is a Registered Charity – no.300301

3. How do we process your personal data? MCA 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 facility for the benefit of the inhabitants of Marlow and the neighbourhood (MCA Constitution No 2)

\* To administer records of our membership (MCA Constitution No 4)

\* To manage our volunteers

\* To fundraise

\* To promote the interests of MCA

\* To inform you of news, events, activities and services

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

\* MCA Members : data is processed under legitimate interest so that we can keep our members informed about news, events, activities and services, events, training and other matters relevant to MCA. Processing is also necessary for carrying out obligations under health and safety, or social protection law and under our license with the media regulator.

\* Attendance at fundraising events: Where personal data is collected relating to attendance at an MCA event unless specific consent is given, that data will only be used in communications around the administration, running and follow-up for that event under legitimate interest.

\* Publications/Room Hiring : Where personal data is collected relating to publications and or room hiring unless specific consent is given, that data will only be used in communications around the administration, running and follow-up for that publication or Room Hire event under contract.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared except where specifically required by the law or by regulatory bodies.

6. How long do we keep your personal data?

Membership: We keep data in accordance with the GDPR, and MCA has decided that in relation to membership data the appropriate duration for data retention should be seven years from the termination of the relationship within which the data was provided.

Non-membership data may be retained for shorter periods as appropriate.

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 MCA holds about you;

\* The right to request that MCA 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 MCA to retain such data;

\* The right to withdraw your consent to the processing at any time;

\* The right to request that MCA 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)

\* 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

\* 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 publish 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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact [marlowcommunity@btconnect.com](mailto:marlowcommunity@btconnect.com)

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