

Hotwells and Cliftonwood Community Association

Privacy and Data Protection Policy

The Hotwells and Cliftonwood Community Association (HCCA) understands that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits our website www.hotwellscliftonwood.org.uk and we do not collect personal data about you unless you contact us and freely provide it. Any personal data we do collect will only be used as permitted by law.

What Data do we collect? We generally collect data as a result of one of the following.

- You signing up to receive our monthly e-bulletin
- You signing up as a member of the 500 Club
- You signing up to be on particular email circulation lists e.g The Cliftonwood cinema club or for work on the Piazza
- You sending us an email
- You leaving a message on our phone which results in an email to us from Sipgate which records your telephone number
- You signing one of our attendance sheets at the AGM or occasional other events

In certain instances we may collect additional information, with your agreement, such as address and telephone number. We collect such personal information from you as is necessary to effectively manage your link/s with HCCA and allow you to take part in its activities.

How do we use your data? When we collect any personal data, it will be processed and stored securely, for no longer than is necessary. We will comply with our obligations and safeguard your rights under the GDPR at all times. We will use the personal data we have collected for the purpose for which it was collected.

You have the right to withdraw your consent to us using your personal data at any time, and to request that we delete it. We will not share any of your data with any third parties for any purposes without your permission.

How and where do we store your data? We only keep your personal data on our database for as long as we need to in order to use it as described above and/or for as long as we have your permission to keep it. Your data will be held either within our email listings or within our Nationbuilder platform which supports our website and e-bulletin distribution.

How can you access your data held by HCCA? You have the right to ask for a copy of any of your personal data held by us and we will provide any and all information in response to your request. If you have such a request or any query regarding this matter please contact us at admin@hotwellcliftonwood.org.uk or by telephone on 0117 9291883.

Changes to this Policy. We may change this Policy from time to time (for example, if the law changes). Notification of changes will usually be made via our e-bulletin. Any changes will be posted on our website .