

Leatherhead Community Association

The Institute, 67 High Street, Leatherhead, Surrey, KT22 8AH

Telephone: 01372 360508 Email: LCA2@btconnect.com

www.leatherheadca.org.uk



LCA Privacy Notice

The LCA will be what is known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location-based information. This does however include name, address, phone number, email.

Why we need your data?

We need to know your basic personal data in order to provide you with the latest and on-going information about the LCA and its activities and events in line with your Membership contract. We will not collect any personal data from you that we do not need in order to provide and oversee our service to you.

What we do with your data?

All the personal data we process is processed, within the UK, by LCA staff, LCA Trustees and those LCA Members responsible for LCA activities. No Third Parties will have access to your personal data without your permission.

How long do we keep your data?

Membership data is collected annually for renewal by 31 March. Should a Member not renew by that date then their data will be retained until 30 June. If they have not renewed their Membership by that date their data will be removed from the LCA Membership List. The LCA is also required under UK Tax Law to keep certain personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.

What are your rights?

If at any time you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. You can also opt out of any communications with the LCA by contacting us. If using email, you can simply 'unsubscribe'.

If you wish to raise a complaint on how we have handled your personal data, you have the right to have the matter investigated. Contact us at **Administrator, Leatherhead Community Association, The Institute, 67 High Street, Leatherhead, Surrey KT22 8AH. Email lca2@btconnect.com**. We will respond within one month.

LCA Privacy Statement

The LCA takes your privacy seriously and any information that you provide to us will be held in accordance with the General Data Protection Regulations. The information provided will only be used for the LCA's legitimate activities and will not be shared with any third party without your permission. Your details will be kept safely and securely. If you wish to opt out of communications please contact us or if using email 'unsubscribe'.

LCA Members will be given the option of how they wish to be contacted by ticking:

Post Email Telephone

14/5/2018

The Leatherhead Community Association is a Company limited by Guarantee

Registered No 7608015 England and Wales

Registered Charity No 1142164 England and Wales

Registered Address: The Institute, 67 High Street, Leatherhead, Surrey, KT22 8AH

Affiliated to Community Matters (NFCO)