

CHURCHILL AND LANGFORD RESIDENTS ACTION GROUP (“CALRAG”)

PRIVACY POLICY

WHO WE ARE

The objectives of the CHURCHILL AND LANGFORD RESIDENTS ACTION GROUP (referred to in this policy as the CALRAG) are to campaign against the Joint Spatial Policy for North Somerset. The postal address of the Honorary Secretary for CALRAG is Churchill Court Lodge, Church Lane, Churchill, BS25 5QW.

WHAT THIS PRIVACY NOTICE IS FOR

This Privacy Notice is intended to provide information about how CALRAG will use (or ‘process’) its members’ and potential members’ personal data. Data Protection Law gives individuals rights to understand how their data is used. Members of CALRAG are encouraged to read this Privacy Notice in order to understand how CALRAG is fulfilling its obligations to its members.

Anyone who works for, or acts on behalf of, CALRAG should also be aware of and comply with this Privacy Notice.

WHY CALRAG NEEDS TO PROCESS PERSONAL DATA

CALRAG holds its members’ personal data in accordance with its ‘legitimate interests’, which are to carry out its ordinary duties to its membership and to fulfil its objectives. Other uses of personal data will be made in accordance with CALRAG’s legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals and provided it does not involve special or sensitive types of data.

RESPONSIBILITY FOR DATA PROTECTION

The membership database is owned by CALRAG. CALRAG’s Governance and Privacy Compliance Officer will deal with any requests and enquiries concerning CALRAG’s use of your personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law.

TYPES OF PERSONAL DATA PROCESSED BY CALRAG

This will include by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- bank details and other financial information, e.g. about members and other people who apply for membership, pay for CALRAG events or who receive financial support from CALRAG to attend, deliver or manage CALRAG events;
- CALRAG records of members
- images of members (and occasionally other individuals) engaging in CALRAG activities.

HOW CALRAG COLLECTS DATA

Generally, CALRAG receives personal data from existing and prospective members’.

WHO HAS ACCESS TO PERSONAL DATA AND WHO CALRAG SHARES IT WITH

CALRAG will share personal information in accordance with access protocols (on a ‘need to know’ basis) with CALRAG Committee Members;

In accordance with Data Protection Law, some of CALRAG’s processing activity may be carried out on its behalf by third parties, such as ICT systems, web developers or cloud storage providers. This is always subject

to contractual assurances that personal data will be kept securely and only in accordance with CALRAG'S specific directions.

HOW LONG WE KEEP PERSONAL DATA

CALRAG will retain an individual's personal data while they remain a member of CALRAG. If you have any specific queries about how our retention policy is applied or wish to request that personal data you no longer believe to be relevant is considered for erasure, please contact CALRAG. A limited and reasonable amount of information will be kept for archiving purposes: for example, even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes (called a 'suppression record').

KEEPING IN TOUCH AND SUPPORTING CALRAG

CALRAG will use the contact details of members to keep them updated about the activities of CALRAG including the organisation of CALRAG events and sending updates and newsletters, by email and by post. Should you wish to limit or object to any such use, or would like further information about them, please contact CALRAG in writing. You always have the right to withdraw consent, where given, or otherwise object to direct contact. However, CALRAG is nonetheless likely to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number).

YOUR RIGHTS

Rights of access, etc

- Individuals have various rights under Data Protection Law to access and understand what personal data is held by CALRAG, and in some cases ask for it to be erased or amended or have it transferred to others, or for CALRAG to stop processing it - but subject to certain exemptions and limitations.
- Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, should put their request in writing to CALRAG.
- CALRAG will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, (which is one month in the case of requests for access to information).
- CALRAG will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, CALRAG may ask you to reconsider or require a proportionate fee (but only where Data Protection Law allows it).

Requests that cannot be fulfilled

- You should be aware the right of access is limited to your own personal data and certain data is exempt from the right of access. This will include information which identifies other individuals or information which is subject to legal privilege (for example legal advice given to or sought by CALRAG, or documents prepared in connection with a legal action).
- You may have heard of the "right to be forgotten". However, we will sometimes have compelling reasons to refuse specific requests to amend or stop processing personal details; for example, a legal requirement, or where it falls within a legitimate interest identified in this Privacy Notice. All such requests will be considered on their own merits.

Consent

- Where CALRAG is relying on consent as a means to process personal data, any person may withdraw this consent at any time. Please be aware however that CALRAG may not be relying on consent but have another lawful reason to process the personal data in question even without your consent.

Whose rights?

- The rights under Data Protection Law belong to the individual to whom the data relates.

DATA ACCURACY AND SECURITY

CALRAG will endeavour to ensure that all personal data held in relation to an individual is as up-to-date and accurate as possible. Individuals must please notify CALRAG by post or email of any changes to information held about them.

An individual has the right to request that any inaccurate or out-of-date information about them is erased or corrected (subject to certain exemptions and limitations under Act).

CALRAG will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to systems. All CALRAG committee members will be made aware of this policy and their duties under Data Protection Law.

QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the CALRAG Honorary Secretary (see above for address).

If an individual believes that CALRAG has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should utilise CALRAG'S complaints / grievance procedure. Individuals can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with CALRAG before involving the regulator.

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