

DONISTHORPE COMMUNITY INTEREST COMPANY

PRIVACY POLICY



THIS PRIVACY POLICY IS TO EXPLAIN HOW WE PLAN TO USE YOUR PERSONAL INFORMATION

The type of personal information we collect:

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details).
- Photographs

How we get the personal information and why we have it:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Membership forms.
- Sponsorship details.
- Photographs of members while on the land.
- Photographs and Director details for our website.
- Minutes taken with attendees at our 'Member Meetings'.

We use the information that you have given us in order to

- To keep members updated.
- To ensure we can invoice members for the annual fee.
- Promotion of what is happening on the land.

We don't share the Personal Identifiable Information (PII) with any other organisations or individuals. We do use images, with the consent of individuals captured in photographs, which we plan to use on our website or other publications produced by the company.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a) Your consent - you can remove your consent at any time. You can do this by contacting **donisthorpecic@gmail.com**
- b) We have a contractual obligation.

**Company
Registration No.**
13577823

Contact Us
donisthorpecic@gmail.com
07508594493

Registered Address
6 Bluebell Close,
Donisthorpe, DE12 7RW

How we store your personal information:

Your information is securely stored.

We keep PII for as long as you are a member of the Company, this includes contact details. If you decide at any time not to renew your membership, we will archive your account so as to ensure you are not invoiced following your withdrawal request.

We will delete your details as soon as you have withdrawn your membership. We will delete all records of your PII within two years following your notification of no longer wishing to renew your membership.

Your data protection rights:

Under Data Protection Law, you have rights including:

- **Your right of access** - you have the right to ask us for copies of your personal information.
- **Your right to rectification** - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - you have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - you have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - you have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at donisthorpecic@gmail.com if you wish to make a request.

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at donisthorpecic@gmail.com. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address: Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire SK9 5AF
 Helpline number: 0303 123 1113
 ICO website: <https://www.ico.org.uk>

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