



Elton Community Centre
School Lane
Elton
CH2 4LT
admin@eltoncommunitycentre.co.uk

Registered Charity No. 520048

PRIVACY POLICY

Data Subjects are people like you, who volunteer for us, benefit from our services or take part in our activities at Elton Community Centre.

What we do with your personal data: We use your personal data to help us with our recruitment and selection processes if you have applied to volunteer with us. All personal information provided with applications for volunteering will be dealt with in the strictest of confidence and handled in accordance with the Data protection Act 2018. Any information of a personal nature comes within the provisions of the EU General Data Protection Regulation (GDPR). As such it will be held securely and only used for lawful purposes in accordance with the requirements of the GDPR. Further GDPR details can be found in our GDPR policy.

We may also use your data to help us deliver services and to organise the sort of services or activities that you may choose to benefit from or like to come to, and to keep you informed about those activities. We have a legitimate interest in knowing who is participating in our activities or services and in being able to share with them details of our activities (including any changes) and related activities or services. Additional optional information we only keep and use with your consent.

Your right to withdraw consent at any time: You can tell us that you no longer wish us to use your data in this way and, if you do, we must stop using it as soon as is reasonably practical.

Your right to require the erasure of your data (right to be forgotten) If you no longer wish us to have or use your data you can tell us to remove your data completely from our records and we must do so as soon as is reasonably practical.

Who gets to see your personal data? We only share your personal data with other people at the centre when it is necessary to do so in order for us to run our volunteer work, provide services or activities efficiently and in the way that you would like. We do not share your data with anyone else.



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How long do we keep your personal data? We only keep your personal data whilst you are volunteering for us, use our services or you come to our activities, either regularly or from time-to-time. If you discontinue volunteering for us or stop using our services or if we have not seen you at one of our activities for 2 years, we will delete your data.

We do not transfer your personal data to other countries.

The existence of each of your rights

Under the General Data Protection Regulation you have the following rights:

1. to be told about what data we have, how and what we use it for, and who we share it with (as we are doing in this Privacy Notice).
2. to be given access to your personal data.
3. to have any errors corrected or incomplete data completed.
4. to stop us using your data if you think our use is unjustified or the data are inaccurate.
- 5.

Your legal obligation

You are under no legal obligation to give us your personal data if you do not wish to.

The existence of automated decision making, including profiling

The Charity does not use computers to analyse your data to make computer decisions about what communications the charity should, or should not, send to you.

The right to complain to the UK Information Commissioner's Office:

if you are dissatisfied with the way that the Charity is collecting, holding, processing and using your personal data you are entitled to complain to the Information Commission.

Identity and contact details of the controller.

The Charity's Data Controller is the Board of Trustees of Elton Community Centre

The Controller can be contacted via: Admin@eltoncommunitycentre.co.uk