



## Little Kingshill Village Society Privacy Policy

This privacy policy applies to the Little Kingshill Village Society and explains how we process members' personal information.

We will always refer to this policy when we ask you for your consent.

This policy may be updated from time to time.

### WHAT INFORMATION WE COLLECT, USE AND WHY

We collect the following personal data directly from you:

- Names and contact details
- Addresses
- Information about lifestyle, interest or personal history (e.g. info provided in response to a survey about village amenities)

Personal data collected and processed by us will only be used for membership administration, fundraising activities and receipt of donations, communication about the Village Society activities, provision of information about matters that may concern the village. Some of the Society's communications are essential to fulfil our constitutional promises to you as a member such as notices of our AGM or any Extraordinary meetings.

Personal data collected and processed by us will only be shared – where necessary for administrative purposes – with members of the Village Society Committee. We will never sell or give away your personal information to others.

### LAWFUL BASES AND DATA PROTECTION RIGHTS

Our lawful basis for collecting and using personal information for the above purposes is consent i.e. that you gave us permission after we gave you all the relevant information. Where we need your consent to use your personal information for specific purposes we will ask for it. We will ensure that we act in accordance with your preferences, with UK data protection law and other relevant legislation.

You have the following rights:

**Right of access** – you have the right to ask us for copies of your personal information we hold

**Right to rectification/erasure** – you have the right to ask us to correct or delete personal information where you believe it to be inaccurate or incomplete

**Right to restriction of processing** – to limit how we use your data

**Right to withdraw consent** – you have the right to withdraw consent for us to use your data at any time

## **OUR CONTACT DETAILS**

If you wish to change how we communicate with you, you can contact us:

**by email** to [littlekingshillvs@gmail.com](mailto:littlekingshillvs@gmail.com)

We aim to respond to any requests made without undue delay and in any event within one month.

## **RETENTION**

We will retain your personal information only for as long as you remain a member of the Village Society, or until such time as you request that your information is deleted.

## **THIRD PARTY WEBSITES**

This privacy policy applies only to personal data collected and processed by the Little Kingshill Village Society. We are not responsible for the privacy policies of any third party websites or services – for example that are linked to our website – that are not under our control.

## **SECURITY AND PAYMENT INFORMATION**

We will keep your personal information secure. No sensitive payment information, such as bank details, is stored on our database.

## **HOW TO COMPLAIN**

If you have any concerns about our use of your personal data, you can make a complaint to us using the email [littlekingshillvs@gmail.com](mailto:littlekingshillvs@gmail.com)

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO at the address below:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow SK9 5AF

Helpline number 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Policy last updated: July 2025