



## 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.**

### **HOW WE USE PERSONAL INFORMATION**

Personal data collected and processed by us will only be used for membership administration, communication about the Village Society activities, membership and matters that may concern the village.

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.

You will always be asked how you would like us to communicate with you. If you wish to change your preferences, you can contact us:

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

**by post** to Little Kingshill Village Society, c/o Roger Fuggle, Bramhill, Winsor Lane, Little Kingshill HP16 0DP

### **YOUR CHOICES**

Some of the Society's communications are essential to fulfil our promises to you as a member. These include but are not restricted to:

Membership-related mailings such as your renewal reminder, notices of our AGM, and our annual handbook

If you do not want to receive communications from the Village Society by email, you can change your preferences at any time by contacting us:

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

**by post** to Little Kingshill Village Society, c/o Roger Fuggle, Bramhill, Winsor Lane, Little Kingshill HP16 0DP

### **CONSENT**

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.

## 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.

## YOUR RIGHTS

You have the right to ask us for a copy of all the personal data held about you (a Subject Access Request).

A copy will be sent to you as soon as possible but this will be not be later than one month after we have received your request.

If you would like to access your personal data held by us, please apply, using the reference Subject Access Request:

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

**by post** to Little Kingshill Village Society, c/o Roger Fuggle, Bramhill, Winsor Lane, Little Kingshill HP16 0DP.

You have the right to request that your personal data is deleted.

If you believe there has been a data breach and you are unhappy with our response, you may make a complaint to:

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

## KEEPING YOUR INFORMATION UP TO DATE

We will keep the personal information we hold about you up to date. Please ensure you notify us of any changes by contacting us:

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

**by post** to Little Kingshill Village Society, c/o Roger Fuggle, Bramhill, Winsor Lane, Little Kingshill HP16 0DP.