

# **THE LYMINGE ASSOCIATION – PRIVACY NOTICE FOR VOLUNTEERS**

This privacy notice tells you what you can expect The Lyminge Association to do with your personal information when you volunteer for us.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- How to complain

## **Contact Details:**

Post: The Chair, The Lyminge Association, The Lawns, Nash Hill, Lyminge, Folkestone, Kent CT18 8ED

Email: [heather.dunford@gmail.com](mailto:heather.dunford@gmail.com)

Telephone: 07427 664084

## **What information we collect and use, and why:**

We collect or use the following personal information to facilitate the activities of the Association including the delivery of the monthly Newsletter and the administration of our various activities.

- Contact details (e.g. name, address, telephone number or personal email address)
- Next of kin or emergency contact details

## **Lawful bases and data protection right:**

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR (General Data Protection Regulation). You can find out more about lawful bases on the ICO’s (Information Commissioner’s Office) website - <https://ico.org.uk/>

Which lawful bases we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website.

**Your right of access** – You have the right to ask us for copies of your personal information. You can request other information such as details about where we get

personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.

***Your right to rectification*** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.

***Your right to erasure*** - You have the right to ask us to delete your personal information.

***Your right to restriction of processing*** - You have the right to ask us to limit how we can use your personal information.

***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.

***Your right to withdraw consent*** – When we use consent as our lawful basis you have the right to withdraw your consent at any time.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### **Our lawful bases for the collection and use of your data:**

Our lawful basis for collecting or using personal information to facilitate the activities of the Association including the delivery of the monthly Newsletter and the administration of our various activities is:

#### **Consent:**

We have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object.

**To be clear, you do have the right to withdraw your consent at any time.**

#### **Where we get personal information from:**

We collect your information from the following places:

- Directly from you

#### **How long we keep information:**

We keep information for a maximum of 6 months after you cease volunteering with the Association.

## **How to complain:**

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

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

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

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

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