



MADELEY RURAL COMMUNITY CHARITY

A Registered Company Limited by Guarantee and not having Share Capital Number 6921078: Registered Charity Number 1130189.

Privacy Policy

WHO WE ARE

We (or 'us') means Madeley Rural Community Charity (details above) and our registered address is The Madeley Centre, New Road, Madeley, Crewe, Cheshire, CW3 9DN. We are registered with the Information Commissioner's Office as a data controller (number Z3189519).

We are committed to protecting your personal information and privacy. This Privacy Policy describes exactly how we collect and use your personal information. We may update this Privacy Policy from time to time so please check back periodically. We will notify you of significant changes by placing a notice on our website.

By contacting us, using our services or visiting our website you're agreeing to be bound by this Policy.

If you have any queries about this Privacy Policy, please contact us at the above address or companysecretary@madeleycentre.co.uk.

YOUR PRIVACY

Everyone has rights with regard to the way in which their personal data is handled. During our activities, we will collect, store and process personal data about our members, our employees and volunteers, our Trustees, those booking facilities, suppliers and other third parties, and we recognise that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful operations.

Your personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act (1998) and equivalent EU regulations (GDPR 2016).

This policy and any other documents referred to in it, sets out the basis on which we will process any personal data we collect from you or that is provided to us by yourself or other sources. This policy sets out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal data.

HOW DO WE COLLECT PERSONAL INFORMATION?

We collect personal information about you when you interact with us for example when you book a facility, become a volunteer, become a Trustee, represent another organisation or supplier, complete a membership form, become an employee or make enquiries through our Web Page.

WHAT PERSONAL INFORMATION DO WE COLLECT?

Personal information we collect about you may include your name, postal address, email address, phone numbers, date of birth and other information relevant to employees. In recruiting, managing and administering the employment of our staff, we may require further personal data including some sensitive classes of information.

It is necessary for us to collect this personal data in order to provide our services. We are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of privacy. We will assess the accuracy and relevance of the information we hold every two years.

HOW DO WE USE PERSONAL INFORMATION?

We use the personal information collected from you for these purposes:

- To produce a membership list as a legal requirement and for the purpose of communicating information to members.
- To produce a room booking timetable for the effective running of The Centre.
- To produce a schedule for volunteers.
- To produce a list of goods and services suppliers.
- To produce files relating to our Computer Hub users, some of whom are children.
- To produce files relating to employees.
- To maintain our accounts and financial records.

LAWFUL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

Under Article 6 of the General Data Protection Regulations (GDPR) our lawful basis for processing and holding personal information is 'legitimate interest' as it is necessary for the Charity to use this information in order to provide you with our services.

DO WE PROVIDE INFORMATION TO OTHER PARTIES?

We will only share information with other organisations where we have your permission to do so in accordance with this Privacy Policy or where it is necessary for a legitimate reason connected with the services we offer, or where it is required by law or regulation (eg Trustees information to the Charity Commission and Companies House).

CHOICES

The charity is only permitted to contact you if you give them specific consent. They might send you updates about news, events and fundraising activities. You have a choice about whether or not you wish to receive information from the Charity. If you do not want to receive direct communications, you can select your choices by ticking the relevant boxes situated on the forms where we collect your information. You can change your communication preferences at any time by contacting us as above.

GIFT AID

Some donations you make through the Charity's products and services will be eligible for Gift Aid and we claim Gift Aid on your behalf.

For the Charity to claim Gift Aid on your donation, you must currently pay Income Tax equal to or more than the amount of tax which will be reclaimed on your donation. The payment of other taxes such as Council Tax and VAT does not qualify. As part of this process the Charity is required to submit your details including your address to HMRC, and in asking us to make a Gift Aid claim you are giving us permission to use your personal details in this way.

DATA SECURITY

The Charity is committed to keeping your personal information safe and secure and we have security policies and technical measures in place to help protect your information. We will put in place procedures and technologies, supported by privacy impact and risk assessments, to maintain the security of all personal data from the point of collection to the point of destruction.

WHERE YOUR DATA IS HELD

Paper copies of your personal data are held in locked cabinets within an office with keypad entry. Only a limited number of people have access. Electronic storage of personal data on laptops or memory sticks is protected by passwords which only a limited number of people have access to.

SUBJECT ACCESS REQUESTS

You have the right to request a free copy of the information we hold about you. Before we are able to assist with your request, we will need you to confirm your identity and what data you require. We will endeavour to respond promptly and in any event within one month of the request.

HOW YOU CAN UPDATE YOUR INFORMATION

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please contact us as above.

COMPLAINTS

In the first instance, you should contact the Charity using our standard complaints procedure. If you remain unhappy with our use of your personal data, you have the right to complain to the Information Commissioner's Office. We would encourage you to contact us in the first instance so we can attempt to resolve any concerns.

Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to Anthony Polwart at companysecretary@madeleycentre.co.uk.