

Spirit of Tenterden CIC

PERSONAL DATA POLICY – August 2019

Directors, members and volunteers (“you”) of/with Spirit of Tenterden CIC (“the CIC”) have rights to know what personal data of yours the CIC collects or holds, why, who it will be shared with and how long it will be kept. This policy provides that information.

In order to run the CIC, to fulfil its legal obligations, and to plan for the future (including marketing) the CIC collects a range of personal data from you, such as –

- Full names, addresses and dates of birth of directors: for legal compliance
- Names, contact details, details of any disabilities or skills: for contacting you, and organizing volunteers
- Photographs that may include you for marketing and social media and for ID cards

This data will be shared with directors of the CIC, members of the organizing committee, and other people and organisations where relevant, also with professional advisers bound by duties of confidentiality, and the data may be shared with our insurers on a confidential basis.

The data will be stored in electronic form on cloud-based servers and perhaps on individuals’ laptops and mobile phones (or accessible from them), all of which are password-protected, and in paper form kept in directors’ or committee members’ offices which are locked and alarmed when not occupied by the relevant individual.

The retention and processing of the data is based in part on your consent (given on the application to become a member or on a specific consent form, and capable of being withdrawn by you in writing or orally), in part on the CIC fulfilling its legal obligations to government (including Companies House) and our insurers, and in part on protecting the CIC’s own legitimate interests in connection with its activities.

The data will be deleted or erased by the CIC when none of those bases for retention and processing applies any more.

You also have the right to check what personal data the CIC holds for you, to have it corrected or completed, and other rights in certain circumstances unlikely to apply to you and the CIC.

If you have any questions or concerns about our retention or use of your personal data, please contact the CIC’s data controller, Sue Ferguson: admin@spiritoftenterden.co.uk

Reviewed and adopted: 01 August 2019