

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the Controller is **Crazies Hill and Cockpole Green Residents' Association (CHCGRA) of Chestnut Cottage, Crazies Hill, Berkshire RG10 8PX.**

CHCGRA is committed to protecting and respecting your privacy.

About this document

This privacy policy explains how we collect, use and share your personal data, and your rights in relation to the personal data we hold. This privacy policy concerns our processing of personal data of members, prospective members and volunteers.

How we collect your information

- Directly from you, when you make enquiries on our website, when you provide information via e-mail or in person.

The types of information we collect

We may collect the following types of personal data about you (and your family members and 'next of kin', where relevant):

1. Contact and communications information, including:
 - your contact details (including email address(es), telephone numbers and postal address(es);
 - contact details (through various means, as above) for your family members and 'next of kin';
 - records of communications and interactions we have had with you;
 - Certain other information which you volunteer when contacting CHCGRA;
2. Biographical information, including:
 - your name and title;
 - your image and likeness, including as captured in photographs taken for CHCGRA purposes;

How we use your information

The purposes for which we may use the personal data we collect in connection with your interaction with us include:

- administering the CHCGRA'S contact list;
- contacting you about Crazies Hill & Cockpole Green related events;
- contacting you about CHCGRA social events;
- contacting you about other locally related events;
- seeking your views or comments on matters that are relevant to the CHCGRA;

The basis for processing your information

We may process your personal data for the above purposes because:

- it is necessary for the efficient administration and financial performance of the CHCGRA;
- it is necessary to protect your or another person's vital interests (in certain limited circumstances, for example where you have an accident or illness at the CHCGRA and we have to process your personal data in order to ensure you receive appropriate medical attention);

Sharing your information with others

We do not sell or share your personal data for other organisations to use other than when we are legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction);

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. We do not hold sensitive information such as credit or debit card details. While we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

Our website may contain links to other websites run by other organisations. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most members and volunteers we keep it for as long as you have an active membership, or volunteer relationship with us and for a reasonable period thereafter, (normally one year), for record-keeping.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to

object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.

- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your information (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your rights, you may contact the CHCGRA Chairman:

- by email: crazieshill@gmail.com;
- by telephone: 077488 07759;
- or by post: CHCGRA, Chestnut Cottage, Crazies Hill, Berkshire RG10 8PX.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.uk.