

Poole Men's Shed Data Privacy Policy.

1. About this policy.

This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data as described in this Data Privacy Policy and as described when we collect data from you.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner: <https://ICO.org.uk>

2. Who are we?

We are Poole Men's Shed. We can be contacted at Limelights Centre, Learoyd Road, Poole. BH17 8PJ.

Email address: poolemensshed@outlook.com

3. What information we collect and why.

Type of information	Purposes	Lawful basis of processing
Members name, address, telephone number(s), email address(es), Joining date, subscription paid, date paid. UK Tax payer or not.	Managing the member's membership.	Consent: The individual has given clear consent for you to process their personal data for a specific purpose.
Emergency contact details.	Contacting next of kin in the event of an emergency.	Vital interests: the processing is necessary to protect someone's life.
Photos and videos of members.	Displaying on the Poole Men's Shed photo montage at Limelights, on our website and using in press releases.	Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

4. How we protect your personal data.

We will not transfer your data outside the European Economic Area without your consent.

We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

We will never sell your personal data.

We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law.

6. How long do we keep your information?

We will hold your personal data on our systems for as long as you are member of Poole Men's Shed.

7. Your rights.

You have rights under the GDPR:

- a) To access your personal data.
- b) To be provided with information about how your personal data is processed.
- c) To have your personal data corrected.
- d) To have your personal data erased in certain circumstances.
- e) To object or to restrict how your personal data is processed.
- f) To have your personal data transferred to yourself or to another business in certain circumstances.

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF