



Buckingham, Hamilton and Ruskin Association

Privacy Policy

This policy is about how BHRA uses, stores, discloses and protects the personal information that people provide and what data is collected by the Association.

Personal information includes any information that identifies someone personally, such as a name, address, email address or telephone number.

BHRA recognises the importance of privacy and this is an outline of how we collect, use, disclose, and protect this information. We strive to comply fully with data protection law.

The contact address is BHRACommittee@gmail.com

What information is collected

The Association collects information in a number of ways, including:

- Individuals signing up at the AGM or other social events
- When enquiries are made in writing, by email or telephone
- When complaints are made

This information can include:

- name, email address and other personal information that is provided

How the Association uses information

The Association may use the information it holds:

- in connection with membership records or in relation to participation in our activities;
- to communicate with individuals (e.g. by letter, email or telephone) for example to provide information relating to the work of the association or new developments;
- to respond to any feedback from individuals if they ask for feedback.

Consent

By providing the BHRA with personal data, a person consents to the collection and use of any information you provide in accordance with the above purposes and this privacy statement.

BHRA Privacy Policy Cont'd

Where data is stored

- Data pertaining to mailing lists is password protected and stored in GoogleDocs

The Association will only collect your personal data with consent. By submitting personal data to us in any of these forms, an individual is

consenting to the storage and processing of that data for the reasons specified at the time of submission.

How long does the Association keep your information:

The Association will keep your information only for as long as it is required to fulfil the purposes described in this policy. When information is no longer needed and there is no need for us to keep it to comply with legal or regulatory obligations, it will either be removed from mailing list or anonymised so that it can't identify an individual.

Keeping data secure

Disclosing information

The Association won't share personal information with any other organisations for marketing, market research or commercial purposes.

Personal information may be passed on if there is a legal obligation to do so.

Rights

An individual has the right to:

- access information held about them, upon request, and to have incorrect information corrected
- withdraw their consent for the Association to use their personal information at any time, and to request that information about them be removed from our systems
- complain to the regulator, the Information Commissioner's Office, if they think the Association hasn't complied with data protection laws

Contact

To make an enquiry about how information is being used or about this privacy policy, please contact the Association at the address below:

To correct any information the Association is holding please email as soon as possible to the address below. Any information found to be incorrect will be corrected as quickly as possible.

To opt out of any contact at any point please contact the Association at the address below, so that details can be added to a non-contact suppression list as required by law.

Contact:

BHRAcommittee@gmail.com

with the subject header Membership Secretary: Data Protection