**Privacy and Confidentiality Policy**

Your privacy and confidentiality is important to us. Any personal information you provide to us will be held solely by us for our own use and will not be disclosed knowingly to any third parties unless we are required by law to do so. This policy replaces any existing policies to provide transparency as to how your personal information is held with us.

The [General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)](https://www.eugdpr.org/the-regulation.html) was passed by the European Parliament, the Council of the European Union and the European Commission to strengthen and unify data protection for all individuals within the European Union (EU). It came into force on 25th May 2018. Under the GDPR we set out below your rights and consent given for us to maintain your Chavey Down Association’s membership records.

### Individual Rights and Consent

You have the right to be informed how we hold, process and use the personal information you have provided to us.

* **Storing and processing data:** You will have joined and/or subscribed to become a member of Chavey Down Association by completing a membership form and paying a subscription. By completing the membership form you consented to your personal information being processed, stored and retained electronically and/or in hard copy by the Association.
* **Description of data held:** As a member of the Chavey Down Association, your name, address, email address, telephone number (and indication of age, where relevant), will be held on a membership list. Any person ceasing to be a member may ask for their details to be removed.
* **Subscription and mailing lists:** By providing an electronic mail address and/or postal address you consent to us sending you information including but not limited to information concerning the village, planning information, newsletters, events, subscription renewal reminders and any other information (related to matters concerning or related to the Chavey Down Association’s remit) by email and/or post.
* **Right of access:** you are entitled to access your personal information by making a written request identifying the personal information you wish us to provide copies of. Any requests are to be made to [ChaveyDownAssoc@yahoo.com](mailto:ChaveyDownAssoc@yahoo.com) and/or by post at any time.
* **Right to erasure:** You may unsubscribe from our mailing list at any time by emailing [ChaveyDownAssoc@yahoo.com](mailto:ChaveyDownAssoc@yahoo.com) or by writing to the Association. You have the right to request that all personal information we hold about you to be permanently deleted.
* **Right to object:** We do not use your data for any other reason than to send you information about your membership or to send you information regarding the village or its surrounding area, planning, or security alerts, to send you a newsletter or any other information relevant to Chavey Down Association. You have the right to object by opting out of being sent information by emailing [ChaveyDownAssoc@yahoo.com](mailto:ChaveyDownAssoc@yahoo.com) or by post to the Secretary, Chavey Down Association, c/o Catherine Lodge, Long Hill Road, Chavey Down, Berkshire.
* **Right to rectification:** You may access, update, correct, amend and/or provide additional information by written request to [ChaveyDownAssoc@yahoo.com](mailto:ChaveyDownAssoc@yahoo.com) or by post to The Secretary, Chavey Down Association, c/o Catherine Lodge, Long Hill Road, Chavey Down, Berkshire.
* **Right of data portability:** this is the right for your personal information to be provided to a third party on your written request.
* **Right to restrict processing:** you have the right to restrict what personal information is processed by us by providing a written request by email or post.
* **Right to complain:** You have the right to lodge a complaint to the Information Commissioner’s Office or any other supervisory authority if you are unsatisfied by the manner we have processed, stored, provided access to your personal information.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.