



**13<sup>th</sup> August 2022**

## **SENS Privacy Notice**

### **Our contact details**

Name: c/o Isobel Stoddart  
Address: 2 The Abbey Coach House, Back Lane, Staveley LA8 9LR  
Phone Number: 07952786621  
E-mail: [senstaveley@gmail.com](mailto:senstaveley@gmail.com)

### **What type of information we have**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

### **How we get the information and why we have it**

Most of the personal information we process is provided to us directly by you for the following reason:

- To maintain contact with our membership and share newsletters and items of interest

### **Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:**

- (a) Your consent. You can remove your consent at any time. You can do this by contacting [senstaveley@gmail.com](mailto:senstaveley@gmail.com)
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.

(f) We have a legitimate interest.

### **What we do with the information we have**

- We use the information that you have given us in order to keep you informed about SENS activities
- We will not share this information without your express permission

### **How we store your information**

- Your information is securely stored.
- We keep your personal contact information during the period of your membership and for up to three years after that. We will then dispose your information by securely deleting your record.

### **Your data protection rights**

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information
- **Your right to object to processing** - You have the the right to object to the processing of your personal data
- **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you,
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [senstaveley@gmail.com](mailto:senstaveley@gmail.com) if you wish to make a request.

### **How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Helpline number: 0303 123 1113 <https://ico.org.uk/global/contact-us/>