



DATA PRIVACY NOTICE

1. Your personal data - what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

The management of Changes Plus is the data controller. This means that the management of Changes Plus decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The management of Changes Plus complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a safe service for the benefit of all who are connected to Changes Plus as specified in our constitution;
- To administer membership records;
- To manage our employees and members
- To maintain our own accounts and records
- To inform you of news, events, activities and services relating to Changes Plus.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a limited company the processing relates only to members or former members (or those who have regular contact with the company in connection with those purposes); and there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of Changes Plus in order to inform you of news, events and other activities for the company only. We will not share your data with third parties outside the company without your consent.

6. How long do we keep your personal data¹?

We keep data in accordance with the guidance set out in the guidelines of the Information Commissioners' Office (ICO)

Specifically, we retain personal data for as long as it is required for the purpose it was collected.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Changes Plus holds about you;
- The right to request that the Changes Plus corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Changes Plus to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office.¹

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the CEO or Chair of Changes Plus

CEO- robert Walker Email: robert.walker57@googlemail.com

Chair- Dorothy Carter Email: dorothyvernoncarter@virginmedia.com

¹. You can contact the Information Commissioners Office on 0303 123 1113, via email at <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.