

The Downsman

Privacy Statement

Date of last review: 8 November 2018

The Downsman Privacy Statement

Keeping your personal information safe and secure is our top priority. Due to the General Data Protections Regulations (GDPR) effective 25th May 2018, this is our Privacy Statement and explains how we use any personal information we collect about you.

Introduction

We are committed to protecting your personal information and ensuring that it is accurate used fairly and responsibly.

This notice explains how we use any personal information we collect about you.

General Data Protection Regulation (GDPR)

The Downsman has not appointed a Data Protection Officer to oversee our compliance with data protection laws, as we are not required to do so, We are not required to register with and pay a fee to the Information Commissioners Office (ICO) as we are a not-for profit organisation but have decided to do so. However the Editor has overall responsibility for data protection compliance

Why we need to collect and use personal information

The primary basis that we intend to use for the processing of your data is for the day to day function and activities associated with the administration of the Downsman. Without collecting your personal data we'd be unable to meet the objects and powers vested within our constitution.

What information do we collect and how is it used?

We may collect information about you, the information includes

- Full Name
- Address
- Telephone number
- Email address
- Other data collected that could directly or indirectly identify you.

This information is used only to inform you of the various activities of the Downsman.

Who might we share your information with?

We won't share your information for marketing purposes with other organisations.

Where it's necessary for your personal data to be forwarded to a third party we'll use appropriate security measures to protect your personal data, we also have a legitimate interest to ensure our IT systems are secure.

How long do we keep hold of your information?

In principle, your personal data should not be held for longer than is required. However, we are subject to regulatory requirements to retain data for specified minimum periods. We also reserve the right to retain data for longer than this due to the possibility that it may be required to defend a future claim against us. We will not retain your personal data for longer than 1 year after our last contact with you except in the circumstances above. You have a right to request deletion of your personal data. We will comply with this request, subject to the restrictions of our regulatory obligations and legitimate interests as noted above.

Please note that we publish local groups contact information, letters to the editor and advertisements, all of which may contain personal data. Copies of the Downsman are available on our website indefinitely and so and consequently this data will be available to all. We will not however process this personal data.

How can I access the information you hold about me?

You have the right to request a copy of the information that we hold about you. If you'd like a copy of some or all of your personal information, please email or write to us using the contact details noted below.

When your personal data is processed by automated means you have the right to ask us to move your personal data to another organisation for their use. We have an obligation to ensure that your personal information is accurate and up to date. Please ask us to correct or remove any information you think is incorrect.

Marketing

We do not use your data for any marketing purposes

Our website

Our website is thedownsman.org.uk and a copy of this policy is available on that site.

What to do if you are unhappy with how your personal data is processed?

You also have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you: by email to: editor@thedownsman.org.uk or write to: The Downsman, Parish Office, 6 Town Farm Workshops, Salisbury SP5 5PA