



Frampton Community Association on Severn (FCA)

Privacy Notice

We are committed to safeguarding the rights and privacy of users of our services and visitors to our website. This means that we do not collect or store your personal information without your permission for no reason, and we do not sell, trade, or otherwise exchange email lists with any other organisations for marketing purposes.

This Privacy Notice provides details of when and why we collect your personal information, how we use it, and how we keep it secure.

We hold your personal data in order to deliver our services, and to administer the charity. The lawful bases for processing your information are (1) contracts, (2) legitimate interests, ie, to be able to contact you in relation to issues such as hall bookings or the newsletter, and (3) consent, ie, to send you useful or marketing information about FCA or local events, but only where you have specifically consented to this.

We process personal data about your name, and your contact details. We do not collect or process special category information about you (such as health information).

We process your personal data while we are working with you/your organisation, and hold it only for as long as necessary.

We keep personal data on computerised records and in hard copy format, and we take care to store this information securely. We ensure that your details are accurate and kept up to date.

We use a third party to store your personal data on-line; they do not use or have access to your personal data for any other purpose than cloud storage and retrieval.

We do not share your personal data with third-parties unless (1) you request or authorise it; (2) it is to comply with the law; or (3) the information is provided to perform functions on our behalf, such as print the village newsletter.

We do not use your personal data for profiling.

Website Cookies and Analytics

Our website uses cookies. Of these cookies, those that are categorized as necessary are stored on your browser, as they are essential for the working of basic functionalities of the website.

We also use third-party cookies that help us analyse and understand how you use this website, and to improve your experience while you navigate through the website.. These cookies will be stored in your browser only with your consent. You have the option to opt-out of these cookies, but opting out of some of these cookies may have an effect on your browsing experience.

Wifi

We have Wifi access available at the Cadbury Hall for people hiring our rooms or visiting the hall. We do not process or store information about wifi users,

Your rights

The General Data Protection Regulations (GDPR) and the Data Protection Act 2018 provide a number of rights for individuals:

1. The right to be informed about the information we process about you
2. The right of access – to see the information we process about you
3. The right to rectification – if you feel that any information held is inaccurate
4. The right to erasure – should you decide we should not process information about you
5. The right to restrict processing about you
6. The right to data portability
7. The right to object

Should you wish to exercise these rights, please contact us through the following means:

By email – to foscommunityassociation@gmail.com.

By telephone – 07885 756789.

By post – FAO J Ball, Cadbury Hall, Lake Lane, Frampton on Severn, GL2 7HE

Please provide your full name and contact details, together with the nature of your request and your relationship with the Frampton on Severn Community Association (eg, service user, volunteer, trustee, contractor etc; and timescales involved). We will respond within one calendar month of receiving your request.

Frampton on Severn Community Association is a data controller and is registered with the Information Commissioner's Officer (ICO) – Registration Number ZA339323.

The ICO is the UK's independent body set up to uphold information rights and to provide a route for people to complain if they are concerned about the processing of their information. Their helpline is 0303 123 1113. Their website is <https://ico.org.uk>. Their address is Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Frampton on Severn Community Association (FCA), Charity Number 273675.