

DATA PROTECTION POLICY

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 data we hold about our supporters or users is their name, address, email, (telephone number if provided), in a database used for the distribution of our newsletter, and in a database used for tracking the progress of services provided by Energy Alton.

The processing of personal data is governed by the General Data Protection Regulation (GDPR) and also by the Privacy and Electronic Communication Regulations (PECR).

2. Who are we?

Energy Alton through its Officers and Committee, holds some personal data concerning every member and is the data controller, as defined by the Regulations. This means it decides how your personal data is processed by us and for what purposes.

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

- Energy Alton can claim under the new Regulation (GDPR) that, since you applied for membership, it has a legitimate Interest in holding details of your postal address and personal data for the purposes of keeping you informed about news, events, and activities, process your subscriptions and gift aid donations, or for provision of services such as thermal imaging or home energy surveys, or advice, as requested.
- However, your explicit consent is required for Energy Alton to hold and use your email address or telephone number for these purposes, under the existing Privacy and Electronic Communications Regulations (PECR).
- Processing of personal data carried out by Energy Alton relates only to supporters and members or former members (or those who have requested the services identified above).
- There is no disclosure to a third party without consent.

4. How do we protect and use your personal data?

Energy Alton 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 administer membership records;
- To inform you of news, events, and activities
- To maintain our own accounts and records (including the processing of gift aid applications);
- To fundraise and promote the interests of Energy Alton;

- To provide the services described above when so requested.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of Energy Alton for purposes connected with the activities of Energy Alton. We will only share your data with third parties outside Energy Alton with your consent.

6. How long do we keep your personal data?

We keep your personal data for as long as you remain a member of Energy Alton and no longer than reasonably necessary after you cease to be a member or supporter.

7. Your rights

- 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 Energy Alton holds about you;
- The right to request that Energy Alton 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 Energy Alton to retain such data;
- The right to withdraw or change your consent to Energy Alton holding and using your 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 lodge a complaint with the Information Commissioner's Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this statement of data protection policy, then we will provide you with a new statement of data protection policy 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 or complaints please in the first instance contact Energy Alton at energyalton@gmail.com. Contact details in the covering letter or email.

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

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