

Stretham & Wilburton Community Land Trust



Privacy Policy

adopted 9th January 2019

Stretham & Wilburton Community Land Trust (SWCLT) is committed to protecting the privacy of our tenants, members and those who choose to engage with us at Public Events. This privacy policy is intended to inform you on how we gather, define and use your information. All your personal information will be held and used in accordance with the General Data Protection Regulation (GDPR).

We commit to:

- Only keep your data to provide services and do what the law says we must
- Keep your records safe and accurate
- Only keep your data as long as we have to
- Collect, store and use your data in a way that does not break any data protection laws

Things you can do to help us:

- Tell us when any of your details change
- Tell us if any of the information we hold on you is wrong

When you engage with SWCLT in any way, you are agreeing to this statement and any additional privacy statements that may be used at individual events.

We regard the lawful and correct treatment of personal data as vital to maintaining the confidence of the people we deal with. Data protection law says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing it outside of SWCLT. The law says we must have one or more of these reasons – a lawful basis to process:

- When you consent to it, or
- To fulfil a contract/agreement/tenancy we have with you, or
- When it is our legal duty, or
- Fulfilling a vital interest on behalf of the data subject, or
- Fulfilling a public task, or
- When it is in our legitimate interest

Any personal information you give us will only be used in accordance with principles found in the General Data Protection Regulations. For more information about the General Data Protection Regulations visit: www.ico.org.uk

What information will we collect about you?

By providing services for you we ask for a wide range of information, some of which might be sensitive. The required information will vary according to which service you are accessing (i.e. applying for a CLT property will require a high level of sensitive data).

How we use your information

We then use your personal information to deliver services, fulfil an obligation or answer queries you have.

What if I choose not to give personal information?

We may need to collect personal information by law or under the terms of a contract/agreement/tenancy we have with you. If you choose not to give us this personal information, it may delay or prevent us from meeting our obligations. It may also mean we cannot perform services or give assistance to you. Any data collection that is optional would be made clear at the point of collection.

Your rights relating to your information

- The right to be informed – this is the information given to you in a privacy notice
- The right of access – you can see the personal information we hold about you
- The right to rectification – if you feel your information is incorrect you can ask for it to be corrected
- The right to erase – there are some circumstances when you can ask for your personal information to be erased
- The right to restrict processing – there are some circumstances when you can ask for the processing of your personal information to be restricted
- The right to data portability – you may request to acquire and reuse your personal information for your own purposes
- The right to object – you can object to processing if you feel your personal information is not being used for the purposes that you gave it to us for
- Rights in relation to automated decision making and profiling – you have the right to know if your personal information is used in an automated process which could result in an unfavourable decision against you.

The legal basis for processing your information

We process your information as is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. In certain circumstances the processing of your information will be necessary for compliance with a legal obligation or for the performance of a contract/agreement/tenancy.

How we share your information

Information held by SWCLT is solely used for providing services to tenants and members and is not made available to any other party other than for the purpose of checking the accuracy of the

information. Information gathered at Public Consultation Events may be shared with a third party for the purpose of data assessment.

How long we hold your information

We keep your information for as long as required. This may vary according to National Law.

Your right to access your information

In regards to all of the above you can request access to information that we hold about you. This is called a Data Subject Access Request; you will need to request this information in writing. You will be required to provide proof of identity if you make a request. We must respond to you within one calendar month (however if we feel the request is complex we may ask for an extension of this period).

Where can I find more information about my rights?

The Government has set out a number of data protection principles and rights for you that we must follow when using your personal data. These principles and rights are detailed in the General Data Protection Regulations.

Other legal requirements in regards to personal information

The information you give when you complete and return a form electronically or on paper will be held in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Use of Photography

By attending any SWCLT event, you are assumed to be consenting to us using your image in any group or crowd photos or videos taken at those events. We may use the photos or videos on our website, in email updates to members, in Newsletters, in Design Briefs, reports and publicity materials. We will not use photos or videos that feature you by yourself, nor will we name you in any captions, unless you have given us general or specific written consent to do so.

Links

This site may contain links to other sites. Please be aware that we are not responsible for the privacy practices of these sites. We encourage our users to be aware when they leave this site and to read the privacy statements applicable on those sites. This privacy policy does not apply to information collected on third parties' sites.

Contacting Stretham & Wilburton Community Land Trust

If you have any questions or comments about this Privacy Policy, please contact: The Data Protection Officer, Hawthorns, 45 Twenty Pence Road, Wilburton, Ely, CB6 3RN (email: Stretham.clerk@gmail.com)

This policy was adopted by the Trustees of SWCLT on 9th January 2019