

DATA PRIVACY POLICY

Abingdon Carbon Cutters Community Action Group

1. Supporters' 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 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 (the "GDPR") which came into effect on 25th May 2018.

2. Who are we?

Abingdon Carbon Cutters Community Action Group (ACC) is the data controller (contact details below). This means it decides how supporters' personal data is processed and for what purposes.

3. How do we process supporters' personal data?

ACC complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely as required or necessary; by not collecting or retaining unnecessary 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 supporters' personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in the geographical area of Abingdon, Oxfordshire;
- To administer supporter contact records;
- To communicate activities arising from the interests and aims of the organisation as a community action group (CAG) within the Oxfordshire CAG Network and the Transition Town Network and as defined in the ACC Constitution;
- To manage our volunteers' activities as agreed by the organisation;
- To inform supporters of events hosted by other community activity groups within the local network and other organisations with similar aims and purposes;
- To inform supporters of news, events and activities of ACC, in particular sending electronic communications about meetings, group activities and regular newsletters.

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

- The processing of supporters' personal data is necessary for our legitimate interests in that ACC consider that its supporters can reasonably expect their data to be processed as shown in paragraph 3 above;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - The processing relates only to supporters or former supporters (or those who have regular contact with it in connection with those purposes); and
 - There is no disclosure to a third party without consent.

5. Sharing supporters' personal data

Supporters' personal data will be treated as strictly confidential and will only be shared with other supporters of the group in order to carry out a service to other supporters or for purposes connected with ACC. Supporters' data will only be shared with third parties outside ACC with each individual supporter's consent.

6. How long does ACC keep supporters' personal data?

ACC retains supporters' data while they are still current and until an individual supporter notifies ACC that they wish to have their data removed.

7. Supporters' rights and their personal data

Unless subject to an exemption under the GDPR, a supporter has the following rights with respect to their personal data: -

- The right to request a copy of their personal data which ACC holds about them;
- The right to request that ACC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that their personal data is erased where it is no longer necessary for ACC to retain such data;
- The right to withdraw their consent to the processing at any time which may result in the individual no longer being recognised as a supporter as ACC would no longer be able to contact the individual for any reason;
- The right, where there is a dispute in relation to the accuracy or processing of their personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data which may result in their ceasing to benefit from the activities of ACC in relation to the specifics of the objection;
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

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

9. Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact ACC at

Email: carbon.cutters@gmail.com

**Abingdon Carbon Cutters
C/o 1 Thesiger Rd
Abingdon
Oxon.
OX14 2DY**

This policy was agreed May 2018 and will be reviewed and updated as required.