

LOUTH MEN'S SHED: OUR PRIVACY PROMISE

We are committed to protecting the privacy of our members. We take your privacy seriously and treat your contact details with great care.

Our Privacy Policy explains how we collect, store and use the personal information you give us. If you have any questions concerning your personal data and how we look after it or you would like to update how we contact you then please tell us at contact@louthmensshed.org

WE PROMISE

- To be clear about why we need to collect your contact details and what we are going to use them for.
- To only collect the information we need to make administer your membership.
- To never sell or share your personal information, or let other organisations use it for marketing
- To take good care of your personal information and make sure it is up to date, safe and secure at all times

POLICY OVERVIEW

We collect contact details from members. We do this both electronically and in paper format.

Electronic data is stored on the personal computers of the current secretary and treasurer, paper data is kept by the current secretary.

We use the information you share with us to carry out the reasonable administration of your membership.

WHAT INFORMATION DO WE COLLECT AND HOW?

We collect the personal information you give us which helps us to keep in touch, this includes:

- Name and address
- Email address and telephone numbers.

WHAT DO WE DO WITH YOUR INFORMATION?

PROCESSING

If you have joined as a member we may send you information about the Shed's activities and email or post newsletters. We may also send you information about membership renewal.

Please do let us know if your details have changed.

COMMUNICATIONS

We may at times invite you to events for fundraising, or ask you if you are able to support us further but only if appropriate and in line with this privacy policy.

We will only contact you by email if you have provided us with your email address. You can unsubscribe at any time.

We will never sell or pass on your personal information, or let other organisations use it for their own purposes.

WHO WILL HAVE ACCESS

Your information will only be accessible to our officers if it is appropriate in order for them to carry out their role in line with this Privacy Policy.

We will only share your personal information where:

- We are legally required to, or as a result of a lawful request by a governmental or law enforcement authority.
- You have agreed for us to claim gift aid

HOW DO WE KEEP YOUR INFORMATION SAFE?

The security of your information is paramount to us.

We also regularly review our measures to ensure they are up to date and in line with latest developments, particularly when we are handling payment information.

We will hold your contact details for as long as you remain a member.

If your membership lapses we will keep your details for 12 months before deleting them. This will reduce the administration should you rejoin within 12 months of the lapse.

We do not gather personal information when you visit our website. However, our website may contain links to other websites that are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you that will be used by them in accordance with their privacy policy, which may differ from ours.

HOW TO GET IN TOUCH AND UNDERSTANDING YOUR RIGHTS

You have the right to a copy of the information we hold about you.

You also have the right to have your contact details removed from our database

If you need help or have any questions about this policy and your rights with regard the processing of your contact details get in touch:

The Secretary, Louth Men's Shed, Unit 21 , Thames Street, Louth, Lincs LN117AD
Telephone : 01507 607197 during opening hours (check website for details)

For broader advice and guidance please contact the data protection regulator:

Information Commissioner Office (ICO)

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 01625-545700