

WEST BILLERICAY COMMUNITY ASSOCIATION LTD

Hannakins Farm Community Centre,
Rosebay Avenue, Billericay, Essex, CM12 OSY

Telephone: 01277 630851 Email: hannakinsfarmcc@hotmail.co.uk

Privacy Policy

Overview

This policy applies to Membership data.

WBCA are registered with the Information Commission Office, ICO, who are the regulator of data protection laws in the UK and abide by its requirements.

You can find more information about your rights at the ICO web site :- <https://ico.org.uk>

Member's Data

WBCA takes the security of the data it holds relating to members very seriously and ensures its security and accuracy as far as possible.

WBCA only holds membership data provided by members completing an official WBCA membership form, subsequent amendment or data provided by the various sports and activity sections or other membership group affiliated to the centre.

How do WBCA collect and use Member's Personal Data?

This data is only held for the legitimate purposes of membership administration and contact details where necessary and is collected via the membership form which is completed at membership application or renewal.

During membership administration processes additional data is added relating to the membership type, sport/activity section, renewal, and payment details.

The data is not used for marketing purposes or shared with any 3rd party outside of the relevant affiliated membership section.

E-mail data may be used by WBCA to inform members of important membership events, such as, notification of the AGM, or other meetings which members may be invited/entitled to attend.

Gaining access to your data

Under the law you have the right to see what data WBCA hold about you and members can request a copy and to change their personal and contact data to ensure the accuracy of the data held.

To apply, at any time, to see the data held about you please contact WBCA at the address or phone number stated or send a request by e-mail to Hannakinsfarmcc@hotmail.co.uk.

Lapsed members not wishing to renew can request\check that data held about them while paid up members is\has been deleted.

Before any request to see, change or delete data can be actioned WBCA will require that you satisfactorily identify yourself to demonstrate your entitlement to have the requested action carried out.

If approved a copy of the data will be provided within 30 days of WBCA receiving the request.

Questions Regarding this Privacy Policy

If you have any comments or questions regarding this Privacy Policy please email: Hannakinsfarmcc@hotmail.co.uk and WBCA will endeavour to respond promptly and as fully as possible.

Complaints should also be addressed to the above Email address and will be dealt with and responded to within 30 days of receipt.

If you are not satisfied with the response to your complaint you can refer the issue to the ICO at <https://ico.org.uk/make-a-complaint/>, email: casework@ico.org.uk or phone: **0303 123 1113**.

Changes to this Privacy Policy

This Privacy Policy will be amended from time to time if WBCA make important changes in the way they collect, store and/or use personal data. It may also change to reflect any changes in any relevant law or regulation.

WBCA will highlight that a change has occurred to the Privacy Policy on our web site with a link to view the Privacy Policy.

WBCA may also notify members by sending an e-mail to their last known e-mail address.

The inclusion of any 'Privacy Policy change notice' on the web site will, in any event, constitute notification.

Any change will be effective immediately or on the date stated in the Privacy Policy change notice if different.