

Beer Men's Shed Data Privacy Policy

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it. As with all similar organisations we have to comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice.
- 1.4 We will comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are we?

- 2.1 We are Beer Men's Shed. We are located at the Beer Men's Shed within the grounds of St Michaels Church, Church Hill, Beer, Devon, EX12 3JJ.

3. What information do we collect and why?

- 3.1 Member's name, name of partner, names and addresses, telephone numbers and email addresses. This information is kept in order to manage the Membership of the Association; to keep in touch with the Member or his partner in the event of an emergency arising and including emailing any Beer Men's Shed Newsletter. This is for our legitimate interests in operating the Association.
- 3.5 The name, email address and telephone number of any Beer Men's Shed Officer or Committee Member published in any of the Association's Newsletters are for the legitimate interest in operating and promoting the Association and in order to provide a relevant point of contact at the Beer Men's Shed.

4. How we protect your personal data

- 4.1 We have implemented generally-accepted standards of technology and operational security in order to protect personal data from loss, misuse or unauthorised alteration or destruction.
- 4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.3 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law.

6. How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as you are a member of the Beer Men's Shed and for as long afterwards as it is in the Association's legitimate interest to do so, or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations and the establishment, exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights explained

- 7.1 You have rights under the GDPR:
- (a) to access any of your personal data the Beer Men's Shed may hold;
 - (b) to be provided with information about how your personal data is processed;
 - (c) to have your personal data corrected;
 - (d) to have your personal data erased in certain circumstances;
 - (e) to object to or restrict how your personal data is processed;
 - (f) to have your personal data transferred to yourself
- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Online: <https://ico.org.uk/concerns>

Helpline: 0303 123 1113.

Head Office: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF