



ASHBY CANAL ASSOCIATION

www.ashbycanal.org.uk

PRIVACY STATEMENT

Ashby Canal Association (ACA) exists to promote and enhance the Ashby Canal, to encourage everyone to enjoy the canal, and to further the restoration of its northern reaches. ACA is committed to protecting members' privacy. We do not buy or acquire personal data from anyone else – the personal information we hold is what members choose to provide, and comes mainly from:

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| membership application forms | membership renewal forms |
| gift aid declarations | appeal donation forms |
| letters or e-correspondence (eg relating to membership or donations) | |

Such information may be given to us by completing a written form, by completing a web-form, by telephone, by post in the form of a letter accompanying, for example, a donation or subscription. The information we record is normally limited to name, address including postcode, telephone number(s), e-mail address, amount of any donation or subscription, as applicable. Membership information will be kept for the currency of membership and for a short period after membership has expired, to allow for late renewals or re-joining. Gift Aid declarations will be kept for a period of at least seven years after the latest claim, in accordance with HMRC requirements.

We process your information in order to:

- process your membership application
- provide you with a copy of "Spout" magazine
- provide information about, events, work-parties, social and similar activities relating to the objectives of ACA.

We do not disclose information outside ACA unless:

- required to do so by a relevant authority (e.g. to HMRC to process Gift Aid Claims)
- you have consented to sharing your information (e.g. to join a work party group)
- for the purpose of distributing the magazine.

Information is stored digitally and using paper records. Under GDPR you have, among other things, a right to access to the records we hold about you, rectification of errors, to request erasure and disposal of the records, to object to our processing of your data, and to withdraw your consent. Your first point of contact for this is the membership secretary.

Most members have by now returned consent letters to enable us to hold/use data. If you haven't done this yet, please do so without delay. New members are asked to sign a consent form upon joining.

November 2018