

# PRIVACY NOTICE

**TOPSHAM COMMUNITY ASSOCIATION**  
Company registration no. 8111534  
Charity Commission registration no. 1148398



On 25th May 2018 the current Data Protection Act was replaced by the General Data Protection Regulation (GDPR). Topsham Community Association Ltd will comply with the new law and this document describes how we use and protect any information you give us.

**Topsham Community Association Ltd ("TCA")** takes the security of your personal information very seriously. Under no circumstances will we sell, distribute, share or lease your information to any third party unless required to do so by law. In order to prevent unauthorised access or disclosure TCA have put in place procedures to safeguard and secure collected information. This information is kept on a password protected computer by the TCA Administrator who can be contacted as shown below.

## **Information which may be held by TCA about its members:**

•Your name •Your contact details (address, phone number, email address)

## **Why do we collect these details:**

As TCA is a company limited by guarantee we are required by company law to keep a register of our members and to communicate with them, for example, in calling annual general and other meetings. In addition to their addresses we also ask for their email address. We use this information for the following purposes:-

- To communicate with you as a TCA member, e.g. sending notice of meetings, consulting members on issues of importance to the Community etc.
- To respond to contact from you ■ To provide a better service to you as a TCA member

**How are these details collected:** ■ Completion of a Membership Application Form.

**How long do we retain this information:** ■ Membership details are retained only as long as you remain a member of the TCA

**Your rights as a TCA Member:** ■ Under the General Data Protection Regulation you have the following rights:

**Right of access:** if you want to know what personal information we hold about you please contact us. You also have the right to know what purpose it is being stored for. TCA will respond as soon as practicable within 28 days.

**Right to rectification:** if you believe any of personal information is inaccurate please contact us. Corrections will be made as soon as practicable within 28 days.

**Right to erasure:** if you wish us to remove any of your data from our records (other than that which we are legally required to retain) please contact us. Data will be erased as soon as practicable within 28 days.

**Right to complain:** if you wish to complain about the manner in which TCA is managing your personal data you should lodge a complaint with the UK supervisory authority, The Information Commissioner's Office (ICO) ([ico.org.uk](http://ico.org.uk)).

**Information provided to data subjects:** When you provide TCA with personal information, TCA will provide you with a copy of the TCA Privacy Notice setting out the information that the TCA is required to provide under the GDPR.

**How we use 'Cookies':** A cookie is a small file containing a string of characters that is sent to your computer when you visit a website. When you visit the website again the cookie allows that site to recognise your browser. Cookies may store user preferences and other information. The use of cookies does not give access to your computer or to any information about you other than the data you may wish to share with us.

You can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some website features or services may not function properly without cookies.

## **Links to other websites:**

The TCA Website may contain links to other relevant websites. You should be aware that once you have used these links you leave our site and access websites over which we have no control. We are not responsible for the protection and privacy of any information you provide whilst on these sites. We recommend that you are aware of this and take note of the privacy policies applicable to the sites visited.

## **Contact Us**

By email to [info@topshamcommunityassociation.co.uk](mailto:info@topshamcommunityassociation.co.uk)  
Writing to the TCA Administrator: Topsham Community Association Limited  
Matthews Hall Fore Street Topsham Exeter EX3 0HF