



Data Privacy Notice

Waveney Safety and Environment Group (WASEG) is a not-for-profit networking group for those interested in Health, Safety and Environmental issues in our local area. We are committed to protecting and respecting your privacy and this notice is designed to give you information about the data we collect and how we use it.

Data Controller

Waseg's committee is the data controller and is responsible for your personal data. Under GDPR rules we are not required to have a Data Protection Officer

Data we collect

- Name, Telephone Number, Email Address via our on line contact form.
- Name, Company, Company address, Phone Number(s), Email Address is collected via our membership form.
- List of potential speakers/presenters and their contact information. This information is drawn from publicly available sources and direct contacts.
- We do not collect any special category data.

This information will be used to

- Contact members and those directly expressing an interest in the group so we may relay details of group meetings, membership details, certificates and events.
- To issue invoices for group membership and other events/items.
- Arrange our meeting/events programme.

We will not share your personal data with third parties, unless we are legally required to do so. We may use cloud storage for backup (BT) and our mailing list (Gmail). We will ensure data is securely stored. If you have any queries regarding the use of your data please email our secretary who will forward to the data controller for action.

Photographs

We may on occasions take photographs at meetings and events. We will make you aware when we intend to do this, should you not wish us to take your image, you will be given the opportunity to refuse. If you consent to images being taken and we wish to publish for use for advertisements or promotions, you will be asked to agree to the specific images to be used

Website

Members' contacts and details displayed on our website must be separately authorised by the members concerned. Members who wish this information to be amended, updated or removed should contact the secretary. The website is for general information only, it does not make use of cookies, it does not have a member login area and is not used to sell goods or services.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you

Data retention

Financial records will be retained in line with HMRC Guidance. Your personal data will not be retained for more than 3 months after your link with the group ceases. All your data will be securely destroyed.

Changes to our privacy policy

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice. This will explain the new relevant purposes and processing conditions and you will be asked to approve this change. If you do not wish to agree, or we are unable to contact you, your personal information will be deleted. This notice will be reviewed on an annual basis at the AGM.

How to make a complaint

If you have a complaint or concern about our handling of your personal data or wish to make a request please contact us at info@waseg.co.uk

If you do not feel satisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). **ICO helpline** Telephone: 0303 123 1113

Date to be reviewed Mar 2024