



## **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 may on occasions take photographs at meetings and events. You will be asked to give your consent to your image appearing in advertisements or promotions.

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 appropriately 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.

### **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.

### **Data retention**

Financial records will be retained in line with HMRC Guidance. Personal contact details will be retained for not more than 3 years after an individual's link with the group ceases, the data will then be 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 please contact us. 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 Dec 2019*