

## **Yetton Together Privacy Policy**

EU General Data Protection Regulation became part of UK law through the Data Protection Act 2018. In brief, these are the key areas of which Yetton Together Trustees and volunteers need to be aware:

1. 'Personal Information' does not only mean private or sensitive information – we do not hold such information. It does include contact details such as addresses, email or phone, which we do use.
2. Our privacy policy is summarised in our Privacy Notice (below). A copy of this is available at [www.yettontogether.org](http://www.yettontogether.org)
3. Personal information should not be shared in emails. Circulated emails must be blind copied to maintain privacy. The central database of contact e-mails is held securely in a password protected e-mail account. Information collected for 200 Club is given by permission and held securely for the duration of the membership.
4. All the data we hold (e-mails, contact details) has been given to us for the purposes of YT and is looked after securely/ responsibly (see note 3 above). Personal information is only used for the purpose for which it has been given (e.g. 200 Club, café volunteer rota etc.)

## **Yetton Together Charity Number 1163247**

### **Privacy Notice issued under the Data Protection Act 2018**

We hold your contact details, including address, telephone and email, because you have asked us to supply you with information about Yetton Together and related local activities. This information will only be used for these purposes. It will not be passed to any third-party organisation.

When you sign up for 200 Club, we keep your personal information securely for the duration of your membership. Once your membership ends, this information will be deleted/ destroyed.

If you have asked to receive our website news summary, we hold your contact information until you unsubscribe. You can do this at any time by clicking 'unsubscribe' from the circulation or by emailing [info@yettontogether.org](mailto:info@yettontogether.org)

All personal data are held securely by trustees in password protected accounts. Your contact details will not be passed to anyone unless you have asked us to do so or given permission. You can ask to be removed from our database at any time by e-mailing [info@yettontogether.org](mailto:info@yettontogether.org)

You have a right, and are always welcome, to ask the trustees for any data we hold about you. You also have a statutory right to complain about how we have handled your data by contacting the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).