

## HARPENDEN SENIORS FORUM

### General Data Protection Regulation 2018 (GDPR) – Privacy Policy

#### **Background**

We are committed to protecting your privacy and safeguarding your personal information in accordance with Data Protection legislation. 'Personal information' is information we hold which is identifiable as being about you. This Policy explains how and why we collect your personal information and how it is used.

This Policy may change from time to time so please check it periodically.

#### **What information do we collect about you?**

We collect information about you when you complete an application for membership, normally this means:

- Name
- Postal addresses

Some members have also provided email addresses and telephone numbers

#### **How will we use the information about you?**

This is maintained on our membership database for providing membership services, including the delivery of our regular newsletter. We will not share your personal information with any third party unless required to do so by law.

#### **How do we keep your data secure?**

This information we hold on our membership database is held on an encrypted file. Encryption is the process of encoding information in such a way that only authorised parties can access it.

#### **Your rights regarding the personal information we hold about you.**

Data Protection legislation gives you the right to access the information that we hold about you and the right to delete or update the information that we hold about you. Please contact us, using the details provided below, if you wish access, delete or change your information.

If you have a complaint about the way we handle your data or respond to your requests under Data Protection legislation please complain in the first instance to us using the contact information below, if you are still not satisfied then to the Information Commissioner following advice on the website [www.ico.org.uk](http://www.ico.org.uk).

#### **How long will we keep your information?**

We will not keep your personal data for any longer than is necessary for the purposes for which it was originally collected. When a member resigns from the Forum, or we are notified that they have moved from the AL5 area or have passed away, his or her personal data will be removed from the database as soon as possible but within one month at the latest.

#### **Contacting Us**

If you have any questions about our website or this privacy policy, please contact us by email at [harpendseniorsforum@btconnect.com](mailto:harpendseniorsforum@btconnect.com) or call our phone-line 01582 462926 which is staffed 10 a.m. – 12 noon Monday – Friday. You can leave a message at other times.