

# **Otter Valley Association**

## **Privacy Policy**

### **Our contact details**

Otter Valley Association

PO Box 70, Budleigh Salterton, EX9 6WN

[info@ova.org.uk](mailto:info@ova.org.uk)

### **The type of personal information we collect**

We currently collect and process the following information:

- Name/s
- Address
- Phone number
- Email address
- Whether a UK tax payer
- Date of membership payment and amount

### **How we get the personal information**

All of the personal information we process is provided to us directly by you when you complete an application form to join the Otter Valley Association (OVA).

### **Why we process your personal information**

We use the information that you have given us in order to

- To enable your membership application to be processed
- To process membership payments, donations and other payments for our activities
- To send you our newsletter
- To email you with details of our activities
- Maintain a list of OVA members
- To make Gift Aid claims through HMRC

## Lawful basis

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is:

- **Your consent.** You are able to remove your consent at any time. You can do this by contacting us using the above details

## Sharing information

We do not share your personal information with any third parties.

## How we store your personal information

Your information is securely stored on a dedicated password protected and encrypted hard drive. Once information is recorded on the membership list from any paper documents they are shredded and emails deleted.

We keep your personal information for the period when you are an Otter Valley Association member. When you cease your membership personal information is deleted from the membership list at the end of the year of resignation. Financial records relating to Gift Aid are retained for 6 years from the date of the last claim in accordance with HMRC guidance before being deleted.

## 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.

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.

Please contact us using the above details if you wish to make a request.

### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us as above.

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

This policy will be reviewed annually.

Approved: 

Date: 26/9/2023