The Otter Valley Association

Privacy Policy

Our contact details

Otter Valley Association

PO Box 70, Budleigh Salterton, EX9 6WN

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.

Why we process your personal information

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

- To enable your membership application to be processed
- To process membership payments, donations and other payments for our activities
- To enable us to reclaim from HMRC tax paid via Gift Aid
- To send you our newsletter
- To email you with details of our activities
- To maintain a list of OVA members

Lawful basis

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis 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 OneDrive. 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. We will retain a list of the names of office-holders and their periods of office as part of our historical records. 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 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 a 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

The ICO will be moving to central Manchester in autumn 2026

Review

This policy will be reviewed annually

Date of Adoption

The Trustees of the OVA agreed and adopted this policy at the Executive Committee meeting on 27 May 2025. It was reviewed and agreed, with minor amendments only, at Executive Committee meetings on 18 August and 27 October 2026.

Signed:

Chris Boorman (Chair)

27 October 2026