

People 4 Ludlow - Personal Data Processing Policy

1. Need

People 4 Ludlow is an informal group. We use electronic means of communication as a way of making interested individuals aware of our activities. As we do not have any membership subscription and we need to contact people over a wide area, we use email for this purpose.

2. Basis of processing

As an informal group, we use the basis of 'consent' for contacting individuals.

3. Personal Data we keep

We do not keep any paper-based records of personal information. We keep an electronic register of individuals to support the emailing of information.

This register stores the individuals' email address, name, postal address and phone number (if known), and a record of how the individual came to be added to the register. The email system generates and stores data for each individual regarding which emails they received from us, which they opened and which (if any) online links in that email they accessed.

We do not store data on individuals under 18 years of age.

We do not pass any personal information to any other organisation without the consent of the individuals involved.

4. Data controllers and processors

People 4 Ludlow is the *data controller* for this register. Data processing is provided by MailChimp Inc. This organisation meets the GDPR (2018) requirements as a *data processor*. We may also, from time to time, use the Google 'Forms' system to carry out electronic surveys. Personal data is not retained in this system after the completion of the survey.

5. Your rights and how to exercise them

Under GDPR (2018) you have rights over how your data is accessed and used:

- To be informed of use
- Access to their data as held
- Rectification of errors
- Erasure in full, including 'forgetting'
- Restriction of processing
- Data portability
- Objection to use
- Those regarding profiling and automated decision making

You can remove yourself from our register at any time using the 'unsubscribe' link at the foot of all our emails to you.

To exercise any of the above rights please contact us on :
action@people4ludlow.org.uk

We will deal with your request within one calendar month.

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