

VISION BUXTON PRIVACY POLICY

1. Statement

Vision Buxton is committed to protecting your privacy and security. This policy explains how Vision Buxton will use your personal data.

Vision Buxton will never sell your data. If it becomes necessary, and your privacy and security are protected, Vision Buxton may share your data with organisations that provide Vision Buxton with services, but not with any others. Vision Buxton will not send you marketing communications but will inform you about events or promotions in which you may be interested.

Vision Buxton will only publish information that you have requested Vision Buxton to publish about you.

Vision Buxton is the controller for the purposes of data protection law. It is registered in England & Wales as a company limited by guarantee (No. 04309544). The registered office is at 12 Hardwick Street Buxton, Derbyshire SK17 6BN.

Enquiries should be directed to the administrator at this address or by email to administrator@visionbuxton.co.uk.

2. Collection

Personal data collected is that which you provide when joining or renewing your membership; and includes name, address, email, telephone and financial information.

Your involvement with Vision Buxton will result in personal data being created about the activities in which you participate.

Vision Buxton does not collect or store information that is sensitive or private. Technical information, including the Internet Protocol (IP) address used to connect to the internet, will be automatically collected from visitors to the Vision Buxton and Visit Buxton websites.

Similarly, information about website visitors, including the full Uniform Resource Locators (URL), length of visit and pages viewed will be collected automatically.

3. Security

Vision Buxton use a variety of physical and technical measures to keep your data safe and to prevent unauthorised access to or use or disclosure of your personal information.

Electronic data is stored on secure computer systems and Vision Buxton control who has access to it.

Secure systems are used to process financial data electronically.

4. Use

Vision Buxton will use your data to:

- invite you to Vision Buxton meetings and events
- send notes, minutes or reports from Vision Buxton meetings

- send you the Vision Buxton monthly newsletter. You can unsubscribe from this at the bottom of each newsletter or by contacting the administrator.
- send you news or invitations from other Vision Buxton members (although these are mostly included within the newsletter)
- contact you regarding renewal of your Vision Buxton membership
- contact you with legitimate data sharing requests from external parties or other Vision Buxton members, if not publically available
- enter into or perform a contract with you or comply with a legal duty

5. Sharing

Data you do not want published on the Vision Buxton website will not be shared with other members. Group emails to all Vision Buxton members will be blind carbon copied.

Email addresses in group emails to the Marketing Group, Board, Exec Committee and Membership Committee are shared to aid management and communication between members.

6. Storage

Documentary records are stored at the registered office and electronic data is stored on the Vision Buxton laptop with a back-up on an external hard-drive. This is stored securely with no public access.

Some organisations which provide services to Vision Buxton may transfer data outside of the UK/EU but Vision Buxton will only allow that if your data is adequately protected.

Vision Buxton will only use and store personal data for so long as it is required for the purpose(s) for which it was originally collected or to comply with contractual or legal obligations. Vision Buxton will regularly review information held and delete what is no longer required.

7. Your Rights

You have the right to:

- have your data erased unless it is necessary for Vision Buxton to retain it for a lawful reason
- have inaccurate data corrected
- request what personal data is held about you
- request further information

You can complain to Vision Buxton by contacting the administrator.

If you are not satisfied with the response to a complaint or believe your data protection or privacy rights have been infringed you can complain to the UK Information Commissioner's Office. Details of how to do this can be found at www.ico.org.uk.

8. Changes

This Privacy Policy will be amended from time to time to ensure it remains up to date. The latest version will always be posted on the Vision Buxton website.

9. Policy History

First draft written May 2018
Amended July 2018
Adopted August 2018