

Bampton Spajers Privacy Policy (Version 5)

1. Who We Are

The Society for the Preservation of Ancient Junketing (Spajers) is a registered charity. We gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how we process your personal data.

2. Registered Address

The Society for the Preservation of Ancient Junketing (Registered Charity 1125107)
Jeff Dando, Treasurer and Membership Coordinator
6 The Pieces,
Bampton, OX18 2JZ
01993 850643,
jeffdando8@gmail.com

3. Information That We Collect

The Spajers processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our charitable services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from is: -

- Name
- Home Address
- Telephone Number (home and/or mobile, optional)
- Email if provided (optional)

Information is collected from each member either by personal telephone or note. This occurs when the eligible member first registers with the Spajers. Any new member has to give written consent before joining.

4. How We Use Your Personal Data

The Spajers take your privacy very seriously and will never disclose, share or sell your data. We only retain it for as long as is necessary. **The only reasons we hold your personal data is to be able to deliver your Christmas gift each year and to inform you of the summer and other outings/events.** You are free to get this data removed/withdraw this consent at any time.

5. Sharing and Disclosing Your Personal Information

The Spajers charity **does not disclose your information to any other organisation**. It is kept solely for the use of the charity. No third party organisations are used by the Spajers.

6. Your Rights

You have the right to access any personal information that the Spajers processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed.
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will do so as quickly as possible. You also have the right to request erasure of your personal data. If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request, to ensure that your data is protected and kept secure.

7. Safeguarding Measures

Your data is stored on computers in one main location (Treasurer) and a back-up copy with the Secretary. Both computers used are fully protected with anti-virus/anti-malware software.

8. Consequences of Not Providing Your Data

You are not obligated to provide your personal information to the Spajers, however, as this information is required for keeping you informed of Spajers events, we will not be able to offer any of our charitable services without it.

9. How Long We Keep Your Data

The Spajers only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. The data we keep will be deleted for any of the following reason:-

- If you move out of the Spajers catchment area for whatever reason
- You ask us to remove your data from our records for any reason
- In the event of your death

10. Lodging a Complaint

If you wish to register a complaint, please contact the Spajers at the address given in paragraph 2. You can also contact any committee member.

If you are not satisfied, you have the right to complain to the Information Commissioner's Office (ICO), contact www.ico.org.uk but please speak with us first.