

## Thornham St John's Neighbourhood Forum - Privacy Notice

This privacy notice explains how we use any personal information about you that we currently hold or may collect from you in the future.

### What information do we collect about you?

- We will only collect and use your information where we have a legitimate reasons to do so.
- We will be transparent in our dealings with you and tell you how we will collect and use your information.
- If we collect your information for a particular purpose we will only use it for that purpose, unless you've been otherwise informed and have given your permission where relevant.
- We won't ask for more information than we need for the purposes for which we are collecting it.
- We will update our records when you tell us that your details have changed.
- We will periodically review your personal information to ensure that we do not keep it for longer than is necessary.
- We will ensure that your information is securely disposed of at the end of the appropriate retention period.
- We will observe your rights under applicable privacy and data protection laws and will ensure that queries relating to privacy issues are dealt with promptly and transparently.
- We will train our team on their privacy obligations.
- We will ensure we have appropriate physical and technological security measures to protect your information regardless of where it is held.

### Why do we need to collect and use your personal data?

The primary legitimate reason we collect your data is to keep you informed on the progress and activities of the Thornham St John's Neighbourhood Forum.

The information that we hold about you, and may collect going forwards, is essential for us to be able to continue with the forum. Without having access to, and sometimes collecting additional, personal data we would be unable to progress. You may give us information about yourself by filling in forms, corresponding with us by phone, email or otherwise.

The information you give us may include:

- your name
- email address
- home address
- phone number

It is highly unlikely we will ever need to collect special category data in the future, e.g. information about your health, but if we do, then we will request your explicit consent.

### How will we use the information about you?

We collect and hold information about you as a member of the Thornham St John's Neighbourhood Forum in order to keep you informed and up to date with progress and activities relating to the Thornham St John's Neighbourhood Forum.

### Passing on information about you to third parties

In order to operate effectively and to progress the Thornham St John's Neighbourhood Forum we may need to share your data with selected and trusted third parties. The third parties we may share information with are:

- Rochdale Borough Council

Where third parties are involved in processing your data we will have a contract in place with them to ensure that the nature and purpose of the processing is clear, that they are subject to a duty of confidence in processing your data and that they will only act in accordance with our written instructions.

Where it's necessary for your personal data to be forwarded to a third party we will use appropriate security measures to protect your personal data in transit. For example we use password protected data spreadsheets and the password is communicated separately to the recipient.

### How long do we keep hold of your information?

In principle, your personal data shouldn't be held for longer than is required and we will aim to delete your details no longer than 30 days after receiving a request to leave the forum

### How can I access the information you hold about me?

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please email or write to us using the contact details noted below.

Please note that in general you have the right to withdraw any consent you may have provided to us holding your data at any time, where relevant.

Please note that your personal data is not processed by automated means.

We have an obligation to ensure that your personal information is accurate and up to date. Please ask us to correct or remove any information that you think is incorrect. If either you, or we, identify incorrect information then we will inform any third parties about the correct data so that they may update their records at the earliest convenience, should this be necessary.

### Security and Safe Storage of your personal information

Once we have received your information, we will use appropriate procedures and security features to try to prevent unauthorised access.

Unfortunately, the transmission of the information via the internet is not completely secure. Although we endeavour to protect your personal data, we cannot guarantee the security of data transmitted over the internet. Any transmission of data is at your own risk.

Information supplied by you to us, or that we collect about you, may be transferred, and stored by us, for the purpose of providing services to you. We do not operate outside the European Economic Area.

We may monitor the use and content of emails, calls and secure messages sent from and received by us so that we can identify and take legal action against unlawful or improper use.

### Unhappy with how your personal data is processed?

You have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
  
0303 123 1113 (local rate)

### Changes to our privacy policy

We keep our privacy policy under regular review and we will inform you of any changes when they occur. This privacy policy was last updated on 19 April 2018.

### How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you: by email at [info@tsjnf.org](mailto:info@tsjnf.org) or write to us at;

Thornham St John's Neighbourhood Forum  
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