

# Privacy Policy - Pakefield Coastwatch

We respect your privacy when we deal with personal information collected by our organisation.

Pakefield Coastwatch, Pakefield Lighthouse, Pontin's Leisure Centre, London Road, Pakefield, Lowestoft, NR33 7PF is the publisher of this Privacy Policy. It applies to information we collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

## 1. Personal data that we process

We will collect personal information from you when you enquire about our activities, register as a member with us or make a donation. This may include your name, email address, residential address, telephone numbers, health conditions and payment information.

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which we process this data.

Purpose	Data (key elements)	Legal Basis
Enquiring about our organisation and its work	Name, email, residential address, telephone numbers, message	<b>Legitimate interests</b> - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Making a donation	Name, email, residential address, UK taxpayer status, payment information	<b>Legitimate interests</b> - this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message.  <b>Legal obligation</b> - this information is necessary for holding and processing data as required by HM Revenue & Customs including Gift Aid purposes.
Signing up as a member	Name, email, residential address, telephone numbers, date of birth and health-related information	<b>Contract</b> - by completing our Volunteer Application Form, you are entering a contractual relationship with us, as set out in our membership terms and conditions.

## 2. How we use your data

We will only use your data, collected on the basis as set out in the table above, in a manner that is appropriate in order to manage our Charity in accordance with the requirements of the Charity Commission, the General Data Protection Regulation (GDPR) and the Data Protection Act.

For example, we may use your personal information to:

- reply to enquiries you send to us
- handle donations or other transactions that you initiate
- contact members regarding the routine management of our rotas and schedules necessary to provide our services
- inform members of any matters as required so to do by our Constitution

## 3. When we share your data

Where requested, we will pass any necessary elements of your data only to a regulatory body or law enforcement agency as permitted under GDPR and other laws.

#### **4. How long we keep your data**

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once there is no further requirement for it. As we have a legal obligation to store watch records (that include watchkeeper's names) for **seven years**, we will keep relevant information about past members for that period necessary to maintain our legal obligations.

For data collected through a Gift Aid declaration, we have an HMRC legal obligation to retain it for a period of **six years**, for audit purposes only, and there is an explicit requirement to destroy those records after this period has elapsed.

#### **5. Rights you have over your data**

You have a range of rights over your data, which include the following:

- You have the right to ask for rectification and/or deletion of your information
- You have the right of access to your information
- If you feel there has been an infringement of your rights, you have the right to lodge a complaint with the Information Commissioner

You can find a full summary of your legal rights over your data on the Information Commissioner's website at <https://ico.org.uk/>

If you would like us to correct, update or delete any information from our records, if you have any comments or questions about this notice or any other legal rights you have over your data under current legislation, you may contact us as follows:

Post: The Secretary, Pakefield Lighthouse, Pontin's Leisure Centre, London Road, Pakefield, Lowestoft, NR33 7PF.

Email: [enquiries@pakefieldcoastwatch.co.uk](mailto:enquiries@pakefieldcoastwatch.co.uk)

Please note that relying on some of these rights, such as the right to having your data deleted, may make it impossible for us to continue to offer membership to you or accept donations from you. However, where possible we will always try to allow the maximum access to your rights while continuing your relationship with us.

#### **6. Security**

Pakefield Coastwatch takes reasonable technical, administrative and physical security measures designed to protect your information from loss, misuse, unauthorised access, disclosure, alteration, and destruction.

Storage of confidential paper records is in a filing cabinet in a room that has restricted access to authorised personnel only. Digital data is password-protected, restricted to authorised personnel only and regularly backed up.

Where there is removal from our main office of personal information considered as private or confidential, in either electronic or paper format, staff will take extra care to follow safety procedures.

#### **7. Modifications**

We may modify this Privacy Policy from time to time and will publish the most current version on our website and make a printed copy available in our watch office for members. If a modification meaningfully reduces your rights, we will notify people affected by such a modification whose personal data we hold.