

DATA PRIVACY NOTICE FOR **THECV**

1. Your personal data – what is it? | Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

2. Who are we? | **THECV** is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data? | **THECV** complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide **THECV** as a voluntary online magazine for the benefit of the public primarily in Leeds and surrounding areas, but not limited to those geographic areas;
- To fundraise and promote the interests of **THECV**;
- To manage our volunteers;
- To maintain our own accounts and records.

4. What is the legal basis for processing your personal data? | Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:

- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent.

5. Sharing your personal data | Your personal data will be treated as strictly confidential and will only be shared with other members of **THECV** for purposes connected with the work of the website. We will not share your data with third parties outside of **THECV** without consent.

6. How long do we keep your personal data? | We keep data while it is still current.

7. Your rights and your personal data | Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which **THECV** holds about you;
- The right to request that **THECV** corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for **THECV** to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller where applicable.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data for direct marketing and/or processing for the purposes of scientific/historical research and statistics;
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing | If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details | To exercise all relevant rights, queries or complaints please in the first instance contact the Editors at theCVdesk@gmail.com.

You can contact the Information Commissioners Office on **0303 123 1113** or via email <https://ico.org.uk/global/contact-us/email/> or at the **Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.**