

## **Privacy Notice for the Camden Cutting Group (CCG)**

### **1. What personal data does CCG collect and what is it used for?**

CCG's membership comprises contacts who have asked to receive the CCG newsletter and other information. For each contact, CCG collects, stores and processes personal data comprising the contact's name, email address, and postal address (if supplied). We use contacts' data for administration, distributing information, and event organisation.

### **2. Where does this data come from?**

Contacts' personal data comes from the contacts themselves.

### **3. How is personal data stored?**

Contacts' personal data are currently stored offline in a password-protected excel database.

### **4. Who has access to personal data?**

Currently only the CCG Secretary and Chairs have access to the contact database in order for them to carry out their legitimate tasks for CCG.

### **5. Who is responsible for ensuring compliance with the relevant laws and regulations?**

Under the GDPR (General Data Protection Regulation) CCG does not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring CCG discharges its GDPR obligations is CCG's acting Secretary for the time being, who can be contacted at [camdencuttinggroup@outlook.com](mailto:camdencuttinggroup@outlook.com).

### **6. What is the legal basis for collecting this data?**

The GDPR specifies a number of different reasons why organisations might hold and process personal data. CCG bases its Privacy Policy on a mix of legitimate interests and consent. CCG must be able to contact its members for the purposes of inviting them to attend meetings of CCG. For this to be effective, we need to store and process contact data for personal members. We do not require the consent of the individuals concerned for this activity. CCG also informs contacts about its activities and sends out information and the CCG newsletter to those who have requested it.

### **7. How you can check what data we have about you?**

Contacts have a right to know what information we hold about them. If anyone want to see the basic personal data we hold about them, they should contact CCG's Secretary (see para 5 above). We are required to provide this within one month.

### **8. Does CCG collect any “special” data?**

The GDPR refers to sensitive personal data as “special categories of personal data”. We do not collect any “special” data.

### **9. How can you ask for data to be removed, limited or corrected?**

There are various ways in which you can limit how your data is used. The GDPR confers a “right to be forgotten”. Any CCG contact may ask for all their personal data to be deleted. We aim to comply with all such requests within one month. Contacts may specify that they do not wish to receive future emails for CCG. Any contact that has reason to believe that the information we hold about them is incorrect may ask for it to be corrected. All requests in relation to this paragraph should be directed to CCG’s Secretary (see para 5 above).

### **10. How long do we retain contact data?**

Data will be stored until such time as a contact requests it to be deleted, or CCG is closed down as an organisation.

### **11. What happens if a contact dies?**

If we become aware that a contact has passed away, their personal data is deleted.

### **12. Can you download your data to use it elsewhere?**

No, we store so little personal data for each contact that this would make no sense.