

# Data Protection Policy

## 1. Introduction

Northants Lesbian Society gathers and uses certain information about individuals. This policy tells you what to expect us to do with your personal information including how it is collected, handled, and stored to meet our data protection standards and comply with the law.

This data management policy ensures that NLS:

- complies with data protection law and follows good practice
- protects the rights of clients, staff and partners
- is transparent about how it stores and processes individuals' data
- protects itself from the risks of a data breach

## 2. Data Protection Officer's details

Our Data Protection Officer is **Sharne Lynch-Roberts**. You can contact our DPO using our email address [info@northantslesbiansociety.co.uk](mailto:info@northantslesbiansociety.co.uk) and putting "for the attention of the Data Protection Officer" in the subject line.

## 3. What information we collect, use and why

3.1 We collect or use the following information:

- Names and contact details.
- Addresses
- Recorded images, such as photos or videos.
- Records of consent, where appropriate

3.2 We collect information from people directly.

3.3 We collect information for the purposes of service information and marketing, in the form of our newsletters, and for recruitment uses. Our lawful base for collecting information is consent under article 6 of UK GDPR.

3.4 We process special category personal data revealing sexual orientation. We process this under the basis that it is done in the course of our legitimate activities with appropriate safeguards on the

condition that it relates solely to our members in line with article 9 of UK GDPR. This data is not disclosed at all outside of NLS without the consent of the data subject.

## 4. Sharing your information

4.1 We will not share your information with any third parties.

4.2 In some circumstances, we may be legally obligated to share information. For example, under a court order or for safeguarding purposes. In any scenario, we'll satisfy ourselves that we have a lawful basis on which to share the information and document our decision making.

## 5. How long we keep information

5.1 Following UK GDPR we do not keep any personal data longer than is necessary. How long this is will depend on what the data was processed for.

5.2 All personal data from volunteers will be kept for 1 year from the date of collection unless you ask us to destroy your personal data that we hold.

5.3 For newsletters and marketing purposes we hold your data for processing until you ask to be removed from our newsletters and revoke your consent for it to be processed.

## 6. Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

**Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## 7. How to complain

7.1 If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details for the DPO detailed previously.

7.2 If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

## Last updated

Date: 23 May 2024

Signature: Sharne Lynch-Roberts



