

London Ceramic Circle at Morley College

Data Privacy Statement

Personal Data Personal data relates to any individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (GDPR) which came into force on 25th May 2018.

Data Controller The Data Controller is the Committee of the London Ceramic Circle at Morley College (LCC) who decide how your personal data is held and for what purposes it is utilised. Membership data is retained for the duration of membership and no longer than 6 years after a member leaves unless earlier erasure is requested.

Data Processing Under GDPR, LCC is required to keep personal data up to date, to store it and dispose of it securely and not collect unnecessary personal information. Your consent is needed so that LCC can use the stored data to provide:

Ongoing contact with its members,

Administration of its membership records,

Maintenance of its records and accounts,

Information to its members relating to Meetings, News, Seminars

and other activities.

Legal Requirements LCC is a not-for-profit club at Morley College and processing of data relates only to its members, former members and others who have regular contact in regard to LCC activities.

Data Sharing LCC does not share your personal data with any third party and would not do so without your consent.

Your Rights You have the following rights in respect of your personal data:

To withdraw your consent to data processing at any time,

To request a copy of the data LCC holds about you,

To require LCC to correct any inaccurate data held,

To require a restriction on further data processing in the event of any dispute,

To lodge a complaint with the Information Commissioner's Office

Contact Information In the event of any query or complaint, the LCC Committee should be contacted via the Membership Secretary at 105 Swiss Avenue, Chelmsford, Essex CM1 2AF or by email at johnbeetwell@gmail.com

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