

# Membership Privacy Notice



Your privacy is important to the Licensed Trade Charity. The information below sets out how we use and protect the information we may hold about you.

## Data we hold

When you choose to become a member of the Licensed Trade Charity, we collect personal information from you. This information helps us contact you and keep you informed on our activities and events, such as fundraising going on near you. This is why we collect your:



Name



Home address



Phone number



Email address

We will also keep your “Membership application form” which you completed when applying to become a member. This form contains the above information and your signature.

## How do we store your data?

Your data is held securely on site at our offices located in Ascot. Your application form is held in a locked filing cabinet. Your details are also stored digitally in our membership database which is hosted by Microsoft on their Azure cloud service. In both cases, your data can only be accessed by the Marketing department and Charity Services department of the Licensed Trade Charity. However if you are applying to be a member your details will be shown to the membership committee for approval.

## How do we use your data?

We use your data to contact you throughout the year regarding Charity updates, events, donors etc. We also use your data to send you invites to our AGM (annual general meeting) and various fundraising events.

## Who do we share your data with?

We do not share your personal information with any other organisation.

## Your rights

Under the GDPR you have several legal rights regarding your data. The rights are as follows:

- The Right to be informed
- The Right to access your data
- The Right to erasure
- The Right to object
- The Right to rectification
- The Right to restrict processing
- The Right to data portability

## Further Questions

If you have any further questions about how we collect and process your data, you can contact us in one of the following ways:

Email: [dpo@ltcharity.org.uk](mailto:dpo@ltcharity.org.uk)

Phone: 01344 884440

Letter: Heatherly

London Road

Ascot

SL5 8DR

If you are not happy with the way your data has been handled by us and feel unable to resolve the issue with us you can complain to the ICO:

Information Commissioners Office

Phone: 0303 123 1113

Website: <https://ico.org.uk/concerns/>