



Mersea Island Community Association
Registered Charity No. 1179484

Data Privacy Notice

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?

The Mersea Island Community Association (hereinafter MICA) is a registered charity which was established to buy, build and run the community centre.

3. How do we process your personal data?

The MICA 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 or unnecessary 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 administer membership records
- To fundraise and promote the interests of the charity
- To coordinate the activities of volunteers
- To inform you or news, events, activities & projects

4. Sharing your personal data

We never share your data with any third party.

5. How long do we keep your personal data?

We retain data whilst it is still current. If you cease to be a member then your data is removed from our system.

6. 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 the MICA holds about you;
- The right to request that the MICA corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for the MICA to retain such data e.g. if you have stopped your Membership;
- The right to withdraw your consent to the processing at any time;
- 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 lodge a complaint with the Information Commissioners Office.

7. 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. We will seek your prior consent to any such new processing.

8. Website Cookies

A cookie is a small text file that is downloaded onto a computer or smartphone when the user accesses a website. It allows the website to recognise that user's device and store some information about the user's preferences or past actions. The MICA website does not currently use cookies. If this changes in the future, you will be notified.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact us.

Our contact details: email reception@merseacentre.org Telephone: 01206 384656

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 Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF