**Engage Malvern Privacy Policy**

This policy is intended to limit and safeguard the use of personal information by the charity EngageMalvern (EM) in compliance with the General Data Protection regulation (GDPR) that came into force on 25th May 2018 and is in addition to the ‘request notice’ that was sent to EM contacts on May 16th 2018 to obtain consent from contacts for their personal data to be held by EM and for them to remain on the EM database.

**Who we are**

EngageMalvern is a registered charity (Charity number 1175088) with the following objectives:

1. To develop the capacity and skills of the members of the socially and economically disadvantaged, and socially disadvantaged communities of Malvern and its surrounding villages in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.

2. The advancement of education for the public benefit in Malvern and surrounding villages in South Worcestershire and North Herefordshire in the areas of citizenship, science, religion, philosophy and ethics.

**What information do we hold on our contacts?**

We may include names, titles, email addresses; home or work addresses; telephone numbers and job titles.

**What is the legal basis for collecting these data?**

The EM Trustees only collect personal data that is necessary for the purposes of the legitimate interests as a community organization, specifically communication of relevance and interest to its contacts.

**Who has access to the EM database of contacts?**

The EM Trustees have access to the EM database of contacts in order for them to carry out their legitimate tasks for the charity.

**What is the legal basis for collecting these data?**

The EM Trusrtees only collect personal data that is necessary for the purposes of the legitimate interests as a community organization, specifically communication of relevance and interest to its contacts.

**Use of this information**

The EM Trustees have a legitimate interest in holding and processing the information on our contacts, whom we believe may have an interest and/or benefit from our activities and the information we may produce. We may share this information with other partners who share our objectives, may work in alliance with EM and we think may be of interest to our contacts.

**How is the data stored?**

The information is saved in digital form on computers (Word documents, Excel Spreadsheets etc). These files are kept by the current Trustees of EM.

**Security**

The EM Trustees will take reasonable precautions to prevent the loss, misuse or alteration of the information given to EM. Communications in connection with EM may be sent by email. Whilst we endeavor to keep our systems and communications protected against viruses and other harmful software, we cannot bear the responsibility for all communications being virus free.

**Who is responsible for ensuring compliance with the relevant laws and regulations concerning Data Protection?**

The current Trustees are responsible for the process of collecting and storing data.

**How can contacts check the data that is held about them by EM?**

Contacts can contact the current EM Trustees to see what data is held about them by EM.

**Rights of EM contacts**

Each person on the EM database will have the right of access, rectify or request erasure of their personal data from the EM database. Data can be amended or removed from the database by contacting any of the current Trustees.

**EM website**

EM have created a website (<http://engagemalvern.org.uk/>) where policies and further information can be obtained. This will contain information on ongoing and future activities, minutes of the Annual General Meeting and an annual account statement. It is recommended that EM contacts visit the website from time to time for the latest updates and information.

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