

## **Audlem and District Amenities Society (ADAS) GDPR Privacy Notice**

### **What data does ADAS collect**

From the subscription envelope drop we collect names of those who have subscribed. The person becomes a member of the society for a year and thus has a vote at the AGM or EGM.

Where Gift Aid box has been ticked on the envelope we collect the data that is needed to fill in the HRMC Gift Aid spreadsheet.

Email and contact details are collected for those people who volunteer for ADAS activities. This data is freely given and is only used to contact people for activities they may wish to take part in.

### **Where does this data come from.**

From information freely given on subscription envelopes or via verbal or electronic messages when volunteering for our charity work.

### **Who is your data shared with**

Only data relating to Gift Aid is shared with HMRC. No other data sharing takes place.

### **Where is data stored and who has access to it**

This is stored on the personal computers of the society's Chairman and Treasurer.

### **How long do we keep your data for, my right to be forgotten and what happens to it if I die**

Data from subscription responses will be deleted after completion of the year end AGM whether they have voted or not. Data is not deleted after an EGM as these can occur before a year end of the society. The Gift Aid data is deleted after HRMC has paid ADAS the Gift AID money or that membership year ends whichever is the latest date. Volunteers can ask the Chairman to have their data removed. If a volunteer dies then the data will be deleted when we are informed of their death.

### **Who is responsible for ensuring compliance with the GDPR**

The Chairman. We do not have a Data Protection Officer as we do not engage in large scale processing of any data.

### **What is the legal basis for collecting this data**

The members names are required to maintain a members list of the society. Volunteer data is used to notify them of activities that they wish to participate in.

### **How can anyone check what data is held about them**

Email [ADAScontact@gmail.com](mailto:ADAScontact@gmail.com) or ask the current chairman, asking for the chairman to contact you with the data held.

### **How can you ask for the data to be removed or edited**

Email [ADAScontact@gmail.com](mailto:ADAScontact@gmail.com) asking for the chairman to contact you to confirm the changes you require.