

Macctastic Eco Network Privacy Policy

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Responsible person: Tony Shaw

1. Introduction

This policy describes how we, Macctastic Eco Network (Macctastic) as a data controller, process and use the personal data we collect from you, our members, volunteers and those who have expressed an interest in Macctastic.

2. What data do we hold?

The only personal data we hold in our records is that which you have provided to us. This may include one or more of the following:

- Name
- Email address
- Telephone numbers

3 How do we use your data?

We use your data for the following purposes only:

- For administrating our membership and volunteer records, including, for the former, the accounting for and processing of membership fees. The legal basis on which we handle personal data is that of legitimate interest.
- Sending you newsletter emails about Macctastic activities, events and related topics using the Mailchimp business tool. The legal basis on which we handle personal data for people who sign up is that of consent.

Your data may be shared with Macctastic Executive Committee members where necessary for carrying out Macctastic activities. The legal basis for this is legitimate interest.

We will not share your data with any 3rd parties, unless required to do so for purposes required by law or by tax authorities.

4. How do we protect your data?

Your name and email address is held securely by a mail handling business tool for the purpose of sending you newsletters and/or membership correspondence by email.

Members details are held in a password protected spreadsheet and is only accessible to Macctastic Executive Committee members involved in managing membership records.

Volunteer details (you may or may not also be a member) is also held in a password protected spreadsheet. The file is only accessible to Macctastic Executive Committee members involved in managing volunteer records. Your personal data may be shared with Executive Committee members for the purpose of organising activities.

5. Your rights

If you don't want to receive the Macctastic newsletter any more, you can unsubscribe by clicking the 'unsubscribe' link at the bottom of any email.

To ask us to delete your details completely, email admin@macctastic.org

If your Macctastic membership is cancelled or not renewed within six months of your most recent membership expiring, we will delete your details from our membership records within two months. Your details will be kept for up to six years as is required for financial records.

You have the right to ask us for a copy of your personal data and to ask us to correct or delete it. Please contact us at admin@macctastic.org These rights may be limited, for example if we are required by law to retain data or we have a compelling legitimate interest to do so.

ENDS