



Hook Norton Low Carbon Limited

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Privacy Notice

Hook Norton Low Carbon Limited (HNLC) needs to record certain information relating to its members in order to carry out its day to day operations, to meet its objectives and to comply with legal obligations. We are committed to processing data in accordance with our responsibilities under the 2016 General Data Protection Regulation (GDPR). To that end, we will treat information relating to all members and other interested parties with the utmost care and confidentiality. With this policy, we ensure that we gather, store and handle data fairly and transparently and with respect towards individual rights.

Under the conditions of the GDPR, individuals are protected from the indiscriminate collection of personal data as well as its storage and distribution. HNLC fully complies with the principles of the GDPR in the following ways:

- **Lawfulness, Fairness and Transparency**

Personal data will be processed lawfully, fairly and in a transparent manner by HNLC. Upon request from a Data Subject, HNLC will let the Data Subject know what data relating to him or her is being kept by them.

- **Purpose Limitation**

Personal data will only be collected by HNLC for specified, explicit and legitimate purposes, and will not be disclosed in any matter which conflicts with that purpose.

- **Data Minimisation**

Personal data collected by HNLC will be restricted to that which is adequate, and as relevant as reasonably possible to the purpose, and not excessive.

- **Accuracy**

Personal data kept by HNLC will be as accurate, and up-to-date as reasonably possible.

- **Storage Limitations**

Personal data will not be retained by HNLC any longer than is necessary for the original purpose for which it was given, nor used for any further future undisclosed purpose, nor without the expressed permission of the person to whom that data relates.

- **Integrity and Confidentiality**

Personal data will be kept as securely as possible by HNLC so as to prevent unlawful access, accidental loss, disclosure, unauthorised access or alteration to the data which is kept.

Information we may collect from you :

- Records of any correspondence.
- Information given in surveys – unless anonymously given.
- Information you provide when filling in Membership forms.
- Information you provide when expressing an interest in an activity or event run by HNLC.
- Information you provide in order to use any of the HNLC services.
 - This information is likely to include your name, address, phone number, and email address.
 - For the Car Club, it is likely to include your Date of Birth, Vehicle Registration and/or Driving Licence information. We will also ask for information about your health, occupation and motoring history, including motoring offences and insurance refusal.
 - For any Loan applications, we are required (by the Financial Conduct Authority – FCA) to collect information about your financial situation.

Where we store your information :

- Any data you provide is stored on password protected databases. and is only accessible by the company secretary and the administrator.
- The data may be shared with other Board Members responsible for areas connected to your activities within HNLC, such as the Car Club and Loans etc.
- Data is also stored on password protected equipment owned by the company secretary and the administrator.
- Paper copies of some information are stored by the administrator.
- By submitting your personal details, you agree to such storage and processing.
- HNLC will take all steps reasonably necessary to ensure that your information is treated securely and not shared with third parties.

How we use information you provide :

- To inform you about HNLC activities and events.
- To send invoices for services received.
- To carry out our obligations for any contracts entered between you and us.
- To notify you of any changes to our services.
- To forward items of news or services provided by others, that are in keeping with HNLC's objectives.

How long we store your information for :

- Your information will be stored until such time as you resign as a member of HNLC.
- You may ask for all or part of your information to be deleted at any time by contacting admin@hnlc.org.uk

How your data is dealt with when no longer required :

- Any electronic data we hold will be permanently deleted when it is no longer required.
- Any paper copies of personal data will be shredded when no longer required.

Access to information :

- You have the right to request access to the information we hold about you.
- To access your information, please send a request to admin@hnlc.org.uk
- The HNLC Secretary and Administrator have access to the information you supply along with any co-ordinators of activities that your information is required for. This would include the Car Club Co-ordinator for example.
- No third parties are given access to your information without your consent.

Removal/reduction/amendment of information :

- You have the right to request your personal data to be removed, reduced or amended on our system.
- Please email admin@hnlc.org.uk with any instructions about reduction, amendment or removal of your personal data.
- Some of our services require data to be recorded in order to access the services. Removal of information may limit services available.

In the event of a Security Breach :

- In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, HNLC shall promptly assess the risk to your rights and freedoms and if appropriate report this breach to you.

This Notice shall be reviewed on an annual basis and amended as necessary

May 2018