**Thurrock Diversity Network Limited - Privacy Notice**

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| **Accessibility:**  If you require this document in an Alternative format, please email: [ian@thurrockcoalition.co.uk](mailto:ian@thurrockcoalition.co.uk) |

**Introduction**

We hold personal data about our Directors and Members and other individuals for a variety of purposes in the day-to-day running of the Society. This Privacy Notice highlights how we gather, hold, process and protect personal data and ensure that Directors and Members understand the rules governing their use of personal data to which they have access in the course of their role.

**What personal information do we hold, and why do we need it?**

As a Community Benefit Society registered under Section 30 of the Co-operative and Community Benefit Societies Act 2014, the law requires us to create and maintain a Register of Members.

Individuals and organisations who wish to become members of Thurrock Diversity Network Limited must complete an Application for Membership, which is then considered by the Board of Directors. Failure to provide the required information will result in an incomplete Application. Incomplete Applications will be rejected.

The law says that the Register of Members must contain the following information about our Directors/Officers and Members of the Society:

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| **The Register of Members & Officers: The following information must be entered on the register in relation to each member—**  (a) the member’s name and postal address;  (b) where the member has notified the society of an electronic address for the purposes of receiving notices or documents under this Act, the electronic address and the purposes for which it has been notified;  (c) the number of shares held by the member and the amount paid or agreed to be considered as paid on the shares;  (d) a statement of other property in the society held by the member (whether in loans, deposits or otherwise);  (e) the date the person was entered on the register as a member;  (f) (where applicable) the date the person ceased to be a member.  **The following information must be entered on the register in relation to each officer—**  (a) the officer’s name and postal address;  (b) where the officer has notified the society of an electronic address for the purposes of receiving notices or documents under this Act, the electronic address and the purposes for which it has been notified;  (c) the office held;  (d) the date the person took office.  Where it appears to the society that an electronic (email) address shown on the register is no longer current, the society may remove that address from the register. |

**How do we collect the data?**

The required information is obtained via the member’s Application for Membership Form. By applying for membership and providing the required information, and signing the relevant part of the Application Form, individuals are asked to positively opt-in:

* To agree to their data being processed in accordance with the Data Protection Policy and this Privacy Notice
* So that their Application can be considered, accepted or rejected; and
* To receive communication from Thurrock Diversity Network Limited (see details below)
* To be contacted by the Officers/Board of Directors and/or Secretary in connection to the running of the Society from time to time (see details below)

**How is the data used (processed)?**

The Register of Members and data contained within it is kept electronically and is secured by passwords. We store the data in order to contact Accepted, Fully paid-up members by post or email or telephone in relation to:

* The day-to-day running of the Society and any upcoming changes to policies and procedures
* Dates, times, venues of upcoming future general meetings and workshops of the Society, including agendas, topics, speakers
* Past and future local and national campaigns in which the Society is involved
* Issues relevant to Disability and Diversity that the Directors deem of importance or interest to Members
* Reimbursement of travel expenses incurred for the purpose of attending meetings.

**Information sharing**

The information collected is not shared with any third parties or used for any purpose other than those stated in this Privacy Notice.

**Data Controllers and Data Processors**

Thurrock Diversity Network Limited is the “Data Controller” – responsible for your personal data in order to comply with its legal obligations under Section 30 of the Co-operative and Community Benefit Societies Act 2014 (above). There are 2 individuals with responsibilities for processing your personal data (the “Data Processors”) in relation to Thurrock Diversity Network Limited, for the purposes of the smooth day-to-day running of the Society, these are: the Secretary (Ian Evans – [ian@thurrockcoalition.co.uk](mailto:ian@thurrockcoalition.co.uk)) and the Treasurer (Penny Ellmore – [pennyellmore@tcil.org.uk](mailto:pennyellmore@tcil.org.uk)).

**Retention Period**

Thurrock Diversity Network Limited will hold the required data relating to current and former Members for as long as is required by law and will, for accuracy, review all information held every 2 years.

**Subject Access Requests**

Under the General Data Protection Regulation (GDPR), individuals are entitled, subject to certain exceptions, to request access to information held about them. Individuals who would like to correct or request information that we hold about them should contact the Secretary – (Ian Evans – [ian@thurrockcoalition.co.uk](mailto:ian@thurrockcoalition.co.uk)). There are also restrictions on the information to which individuals are entitled under applicable law. Initial copies of records of personal data will be provided free of charge. Additional copies will be subject to a reasonable administrative fee.

**Review**

We will keep this privacy notice under review We will update it as necessary to reflect any changes in the collection and use of personal data. We will take account of any complaints about information handling.