

# Stoke-sub-Hamdon Community Shop Ltd

## Privacy Statement for Members General Data Protection Regulations (GDPR)

First produced	September 2020
Approved by & Date	SSHCS Ltd Committee 4.09.2020
To be reviewed	SSHCS Ltd Committee
Date to be reviewed	September 2021

This Privacy Statement explains how we use any personal information we collect about you when you become a Member of Stoke-sub-Hamdon-Community Shop Limited (SSHCSL) Community Benefit Society (CBS).

1. What information we collect about you
2. How we will use this information and why
3. How we store the data collected and our security precautions
4. How long we hold your data for
5. How to access, change, restrict and delete your information
6. How to contact us

### 1. What information we collect about you

Stoke-sub-Hamdon-Community Shop Limited (SSHCSL) keeps the personal details that you give us on your Membership Application Form so we can communicate with you while you are a Member. This information includes your name, address, telephone number and email address (where applicable).

### 2. How we will use this information and why

SSHCSL Committee *only* will use this information to communicate with Members. It is not made available to any third party. This data may be used to:

- contact you with news about SSHCSL
- contact you with news about Stoke Community Shop
- arrange your participation at Members' events such as AGMs
- arrange your participation in Members' surveys
- arrange your participation at SSHCSL events.

### **3. How we store the data collected and our security precautions**

Your contact information is kept in electronic format on a password-protected file on of SSHCSL Secretary's personal computer.

It may be shared with other members of SSHCSL Committee if necessary for Membership administration.

Your full contact information will not be shared either electronically or in hard copy format. For example, when a register of attendance is required at AGMs, only a name and address will be available to the person taking the register and after the event this register will be safely stored by the Secretary.

### **4. How long we hold your data for**

We keep your data for as long as you are a Member and for **one year** after you cease to be a Member, after which time any hard copy records will be destroyed and computerised data deleted.

### **5. How to access, change and delete your information**

Please notify us using the contact details below if at any time you wish to:

- view the information we have about you
- amend the information we have about you
- restrict the information we use and how we use it
- have your details removed from SSHCSL records.

### **6. How to contact us**

- By e-mail: [members@stokeshop.co.uk](mailto:members@stokeshop.co.uk)
- Or write to The Secretary, SSHCSL, 7 Walscombe Close, Stoke-sub-Hamdon, Somerset TA14 6QJ