

## **Southwold Beach Hut Owners Association**

### **Privacy Statement**

This statement describes what information the Association holds about you, what we use it for, how we look after it and explains the rights you have to access your information.

When a member joins the Association, we collect and retain in our Membership System your name, your contact details such as your address, phone numbers and email address. In addition, we record your beach hut number and name. We also keep a record of membership subscriptions paid to us. This information is updated from time to time.

The Association's website will also hold a member's personal information which identifies them.

You are asked if you are willing to provide this personal information and we regard this as you having given us consent to retain and use the information.

The information you have given to the Association is principally used to contact you by email or post with information of importance and interest to you as a member. This contact is initiated by the Association. From time to time it may be necessary to share your information with East Suffolk District Council and its services agent, East Suffolk Services Ltd, where there is a matter that concerns you as a beach hut owner.

Your information is held in a secure Membership System. Three Officers of the Association, the Chairman, the Treasurer and Secretary have access to the System along with the company retained to provide IT support to the Association.

The Association is registered with the Information Commissioner's Office as a data controller. This requires us to observe and operate within the General Data Protection Regulations.

Individual members have the right to access the data we hold about them. There is a button on the members area of our website called "download your data" which when used will give the member a file of their data held on the website and the Association's Membership System. If you have a query about the Association's data protection please email [dataprotection@southwoldhuts.co.uk](mailto:dataprotection@southwoldhuts.co.uk)

The Association states that the information held is "lawful" and fully compliant with the Information Commissioner's Office General Data Protection Regulation 2018.