

# Hitchin Forum Privacy Policy

## Data Held

We store the following information provided by our members:

- Name
- Address
- Telephone numbers
- Email address
- Declared interests in Hitchin Forum activities and skills to offer
- Preferred method of contact.

We hold securely digital and paper records of the information supplied. We also have a number of contacts who are not members, but who have an interest in our activities (e.g. councillors, local MP etc) and would reasonably expect to hear from a local community group.

## Reasons for Holding Data

Hitchin Forum needs to be able to distribute information about itself and its activities, and events of interest to members. This includes

- Hitchin Forum newsletters
- Notice of Hitchin Forum meetings and other activities
- Details of other meetings of interest to members e.g. council meetings
- Details of the activities of local groups which are members, or have closely related interests, and which we believe could be of interest to other members

We use the “legitimate interests” lawful basis to process personal data based on the above.

We will not share members’ contact details with any individual or other organisation or use them to advertise on behalf of commercial organisations.

## Updating and Individual Rights

Changes will be made by the Membership Secretary when a new member joins or if a member

- notifies us of a change of details
- indicates that they no longer wish to remain a member of Hitchin Forum, or, in the case of a contact, indicates that they no longer wish to receive communications, in which case their details will be deleted

Anyone receiving communications from us can opt out if they wish.

Where we use personal data based on consent, individuals may withdraw their consent at any time by contacting us.

Members who wish to see the information held on them should contact the Membership Secretary at [membership@hitchinform.org.uk](mailto:membership@hitchinform.org.uk)

## Tracking

Our website does not require users to log in and we collect no personal information.

25/5/2018