



WOODLEIGH, FLATTS ROAD, BARNARD CASTLE. DL12 8AA

TEL/FAX: 01833 695822

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Privacy Notice

What happens when you become a member, volunteer, employee or trustee of the Association of Teesdale Day Clubs (ATDC)

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored on computer and in hard copy to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party except in some emergency situations when it may be provided to emergency services staff.

Disclosure

To ensure safe and effective provision of its services, the Association may disclose relevant data to club leaders, cooks and trustees.

Information Security

ATDC has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate policies and procedures. Copies of these can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted. (You may request the deletion of your data held by ATDC at any time).

Access to Information

You have the right to request access to the information we have about you. You can do this by contacting our office on 01833 695822.

Information Correction

If you believe that the information we have about you is incorrect, you should contact us at the ATDC office on 01833 695822 so that we can update it and keep your data accurate.

Information Deletion

If you wish ATDC to delete the information about you please contact the office on 01833695822: to request this.



Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object by contacting the office on 01833 695822

Rights Related to Automated Decision Making and Profiling

ATDC does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policy to keep it up to date in protecting your data. (You can request a copy of our policies and procedures at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to ATDC on 01833695822 and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113