



Privacy Policy

Our contact details

Data Protection officer: Mr C.J. McCanna

Registered Office: 15 Mash Barn Lane, Lancing, West Sussex, BN15 9EE

Web site: www.acclt.org.uk

E-mail: info@acclt.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Names and addresses
- Email Addresses
- Telephone numbers
- Date of birth

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Registering for membership
- Registering as a supporter

We use the information that you have given us in order to distribute a quarterly Newsletter and advise of important events/activities.

We will not share this information with any other organisation.

Under The Data Protection Act 2018, the lawful basis we rely on for processing this information is that of Legitimate Interest.

How we store your personal information

Your information is securely stored on password protected Google Drive servers.

We keep these personal details for the duration of your membership or interest in our newsletters & activities.

We will then dispose your information by deleting it from our server files. Any membership forms will be shredded once the information has been recorded.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we are legally obliged to respond to you within one month.

Please contact us as per our contact details on page 1 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us as per our contact details on page 1,

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>