



The Preservation of Pelsall Remembrance Service (POPRS)

Privacy Notice
Effective: 25th May 2018

Purpose.

The purpose of this document is to demonstrate the precautions taken to safeguard personal identifiable information (PID), gathered and utilised (in connection with their business) by The Preservation of Pelsall Remembrance Service (POPRS), in compliance with the EU General Data Protection Regulations (GDPR) 2018.

Changes to Data Protection Law.

From the 25th May 2018, the Data Protection laws in the UK are changing and the new General Data Protection Regulations (GDPR) will come into effect.

POPRS understands that we have a responsibility to protect and respect any PID or information you have provided us with.

This Privacy Notice explains what PID we collect, how your data is used, where it is stored, and any reason(s) we may have for disclosing your PID with others.

Please be aware that this Privacy Notice is subject to change and as such we recommend that you check our website on a regular basis for further updates and amendments.

Who are we?

POPRS is a constituted unincorporated association dedicated to providing a Remembrance Parade in Pelsall.

How the GDPR laws protect you.

The GDPR Data Protection laws state that we can only use your PID if we have a valid reason to do so and then only with your consent.

The reasons POPRS store and use your PID include (but are not limited to), communicating with you and providing you with better information and services via our website, by email or by post.

How do we collect your data?

We collect your information whenever you submit a Membership Application Form in order to become a paid member. Your PID is added to a secure electronic database which forms our Members Register in accordance with the associations constitution.

We also collect information from you when you contact the Association via our website, online forms, email, telephone, in writing or by any other such means in order for us to communicate with you in relation to any contact you make with us and to inform you of important POPRS related news or changes to our rules.

Any PID you provide to us with in regard to any third-party individual(s), warrants that you have done so with the express consent from such third-party individual(s) for the use of and disclosure of their PID.

What data do we collect?

The PID we collect may include your name, email address, postal address, telephone number, mobile telephone number, your location, your IP Address, and how and when you use our website, and which pages you visit.

POPRS accept no responsibility for PID which is collected by, or how such data is used by third party content, including (but not limited to), image files, video files, audio files, text files, comments, feedback, links of any sort (including download links) or any other such content posted to our website by any third party.

The use of Cookies.

Our website uses cookies to collect information whenever you visit and/or contact us via our online contact forms.

What will the data be used for?

If you have submitted your details to us by way of a completed Membership Application Form in order to become a paid member of the Association, your name, email address, postal address and your telephone or mobile telephone number (if provided) will be entered into our Members Register. These details will then be used to inform you of important events and any up and coming POPRS fundraiser, and to forward you important information and documents in relation to POPRS including (but not limited to), changes to the rules, meeting notices, meeting agendas, and membership renewal forms. The information will also be used to periodically forward you email newsletters.

Retention Periods.

If your PID has been submitted by way of a completed Membership Application Form in order to become a paid member of the Association, your details will be held for as long as you continue to be a paid member. If you cancel your membership or cease to be a paid member of the Association for any other reason, your PID will remain on the Members Register until the following financial year and for no longer than 1 year.

Who has access to your data?

In relation to the Members Register, The Lead Coordinator and Financial Controller will act as POPRS Data Protection Officer (DPO) will be responsible for the privacy and security of all PID. Your PID may be shared amongst other members of the Association Committee in order for them to carry out their duties accordingly in relation to you.

Third Party Access.

Under no circumstances will your PID be passed on to, traded, sold or transferred to any third party unless the association is required to do so by law.

Your Rights.

You have the right to refuse the use of your PID and to ask us to delete and data we already have in relation to you. This is known as your 'right to be forgotten'. Preventing us from collecting or using your data however will prevent us from accepting your membership application to become a paid member of the Association (if applicable) and will also prevent us from communicating with you electronically, in writing or by telephone.

If you feel we are using your PID incorrectly or retaining it without genuine reason or without your consent, please contact us immediately at poprs.contact@gmail.com

You have the right to see what information we hold relating to you and how we use it and also have the right to ask us to amend your PID or delete them accordingly.

Access to this Privacy Notice and your right to opt out will be clearly stated on POPRS Documentation

Accessing and updating your PID.

You are responsible for ensuring that the information we hold in relation to you is correct and up to date, including your name, email address, postal address, telephone number and/or mobile telephone number.

To confirm what information we hold, or to make amendments to your PID, please contact us at poprs.contact@gmail.com

Where we store your PID.

All PID held by POPRS is stored electronically and securely within the United Kingdom which forms part of the European Economic Area (EEA).

By providing us with your PID, you agree to us storing it securely and using it accordingly for the reason(s) stated in this Privacy Notice.

POPRS cannot guarantee the security of any PID sent via the internet before it is received by us and therefore accept no responsibility for any security or privacy breaches which may occur. Once we have received your PID, we are legally obliged to protect your PID and will follow strict security procedures in order to prevent unauthorised access to your data.

Liability.

POPRS agrees to take all reasonable measures to prevent the loss or unauthorised use of your PID in accordance with this Privacy Notice.

Data Breaches.

In the event of a data breach, POPRS shall ensure that our obligations under any applicable data protection law(s) are complied with where necessary.

Contact Us.

Please email us at poprs.contact@gmail.com if you have any questions or concerns regarding how we store or use your PID or the terms of this Privacy Notice.