

PRIVACY NOTICE

Narberth & District Community & Sports Association (NDCSA)

Who we are

NDCSA (Charity No. 512032) provides facilities and services for Narberth and the surrounding area. We are committed to protecting your personal information and being transparent about how we use it.

Contact us

- Telephone: 01834 860293
- Email: ndcsa@outlook.com

What information we collect

Depending on your involvement (member, volunteer, staff), we may collect:

- Name, address, phone, email
- Membership or employment info
- Emergency contacts
- Gift Aid details
- DBS checks for safeguarding (where required)

Why we collect it

- Administer membership
- Manage staff and payroll
- Support volunteers
- Provide community services
- Meet safeguarding responsibilities
- Comply with legal requirements
- Claim Gift Aid

How we use your information

Our lawful basis is usually legitimate interest, legal obligation, or contractual necessity.

Who we share it with

We only share information when necessary or required by law, e.g.:

- Payroll processors
- Pension providers
- Disclosure and Barring Service (DBS) for required checks
- HMRC for tax/Gift Aid
- Pembrokeshire County Council secure systems

We **do not sell your information** or share it for marketing.

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Narberth & District Community & Sports Association (NDCSA) cont.

How we store your information

- Stored securely on NDCSA's & Pembrokeshire County Council's systems
- Protected from loss, misuse, or unauthorised access

How long we keep it

- Only as long as necessary for legal, operational, or reporting purposes

Your rights

You can:

- Access your personal data
- Correct inaccuracies
- Request erasure where appropriate
- Object to certain processing
- Request restricted processing

To exercise your rights, contact us at the details above.

Complaints

If you are unhappy with how we handle your data, you can complain to the Information Commissioner's Office (ICO): <https://ico.org.uk>

Future communications

If we contact members about activities or initiatives in the future, you will always have the choice to opt in or out.