



Personal data storage policy

When you become a member of Lucys Lights, you will be asked to complete a registration form. This policy explains how your information is collected, stored and managed.

When is personal information collected

Personal information is collected on a registration form when you first join Lucys Lights. Personal information is collected only when strictly necessary and will never include unnecessary data.

How is my information stored

Completed forms are scanned into a secure digital file on the same day of receipt. Paper copies are then shredded and disposed of securely. Your information is stored on a secure, password and Face ID protected file on the Lucy's Lights phone.

Who has access to my information

Access to your information is restricted to Millie Nicoll (Activity coordinator). In Millie's absence, other activity supporters may access your information in an emergency.

How long is my information stored

Your personal information is stored only until the end of each calendar year. It will then be deleted until you complete a new registration form to ensure records remain up-to-date.