

Church Fenton Community Hub Ltd

Privacy / Data Policy

Security

Church Fenton Community Hub Ltd is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place physical, electronic and managerial procedures to safeguard and secure information we collect.

Information if you have applied for Church Fenton Community Hub Ltd Shares.

What personal information do we hold on you?

- First name
- Last name
- Organisation (if applicable)
- Address
- Postcode
- Telephone number (home or mobile as supplied)
- Number and value of shares
- Confirmation of over 18 years of age
- Acceptance of terms and conditions of the rules of CFCH Ltd
- Consent to using your email address as the primary means of communication for official documents from CFCH Ltd.
- Consent to receive communications related to the purchase of the White Horse and official business of CFCH Ltd
- Signature
- Cheque number
- BACS details (if supplied) for payment of interest

What do we do with the data?

- The information provided on the expression of interest and application forms is entered into a password protected data base.
- Email addresses will only be used to send official communications from CFCH Ltd (where consent has been given) including progress on the purchase of the White Horse, activities of CFCH Ltd and information relating to share issues, meetings and members feedback.
- Email address are used to acknowledge receipt of the application (s) and cheque or direct payment.
- Email address of applicants consenting to receive communications related to the purchase of the White Horse and CFCH Ltd are added to the mailing list and stored.

- Data will be used to produce anonymous summary statistics to monitor total number of applicants, total number and value of shares purchased, average value per applicant, breakdown of applicants by town.

Can I ask for my personal data to be deleted?

- Your data can be deleted at any times either by emailing CFCH Ltd at churchfentoncommunityhub.com or by writing to the CFCH Committee Secretary at 16 Oakwood Close, Church Fenton, North Yorkshire, LS24 9SJ.
Note: share-holders data is required for the payment of interest on shares.

How can I see what information you have about me?

- You can request to see the information CFCH Ltd hold at any time either by emailing CFCH Ltd churchfentoncommunityhub.com or by writing to the CFCH Committee Secretary at 16 Oakwood Close, Church Fenton, North Yorkshire, LS24 9SJ

Do you share my data with other organisations?

- No, your personal data will be used purely for those activities referred to above and for communications related to those indicated by you on the application form. They will not, under any circumstances, be passed to any third party.

How does CFCH Ltd collect data about me?

- Data is collected from the 'Application to become an Investor in Church Fenton Community Hub Ltd' form completed by yourself or on behalf of children.

How will you communicate with me?

- If you have provided an email address you will receive email communications from Churchfentoncommunityhub.com.
- If you do not have an email we will contact you by telephone or post provided from the 'Application to become an Investor in Church Fenton Community Hub Ltd' form completed by yourself or on behalf of children.
- If you change your email or other contact details please inform us and we can you your details up to date, to ensure important information and any share interest can be issued without delay.

How do you keep my data safe?

- Electronic data is held in a password protected spreadsheet which is saved on a password protected desk computer, a backup is saved to a remove storage drive which is kept secure and only accessed by CFCH Management Committee members.

- IT devices are secured with McAfee, similar virus and threat protection as well as Malwarebytes which employs anti-malware, anti-ransom ware, anti-exploit, anti-spyware, anti-rootkits, and malicious website protection. Realtime and scheduled scans detect, block and remove viruses, malware, ransomware and other threats.
- IT devices are stored in securely locked premises at all times.
- If a data breach was to be detected the computer would be disconnected from the internet and deep scans would take place. Members of the CFCH management committee would be informed and a thorough investigation would take place. If it was felt that any personal data was compromised individuals we hold personal data on would be made aware as soon as practicable.
- Application forms and cheques are stored in a locked metal cabinet or safe.

Media

Visitors to the website www.churchfentoncommunityhub.com can download any documents and extract any location data from images on the website.

Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. We use traffic log cookies to identify which pages are being used. This helps us analyse anonymous data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. Overall, cookies help us provide everyone with a better website, by enabling us to monitor which pages you find useful and which you do not.

Embedded content from other websites

Our website may contain links to other websites such as sponsors, grant and charities who have supported CFCH Ltd. However, once you have used these links to leave our site, you should note that we do not have any control over the other website. Therefore, we cannot be responsible for the protection and privacy of any information you provide whilst on these other websites.

Articles on our website may include embedded content (e.g. videos, images, articles, etc.).

How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Where we send your data

Visitor comments may be checked through an automated spam detection service.