

We confirm that HVA is compliant with new General Data Protection Regulation (GDPR) being introduced on 25th May 2018 and with The Privacy and Electronic Communications (EC Directive) Regulations 2003.

Identity of the Data Controller and contact details

Hart Voluntary Action (HVA) is the data controller for the personal information we hold for yourself. You can contact HVA by phone on 01252 398740, via email to admin@hartvolaction.org.uk or by writing to us at Civic Offices, Harlington Way, Fleet GU51 4AE. You can contact HVA's Chief Executive at ceo@hartvolaction.org.uk.

1. What we need your information for and the legal basis for it

We need your personal information to routinely email you the publication of Hart Matters newsletter & communicate with you on other topics such as HVA Annual General Meeting; Hart Voluntary Sector Forums; Training Courses and signposting information from other sources which may be of interest to the voluntary sector. The law allows us to use your personal information in this way as either you have already given us your consent to do so or we have a legitimate basis for contacting you.

2. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

3. Will you pass my information to anyone else?

We will not pass your information to anyone else.

4. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK.

5. How long we will retain your information

We will maintain your information on our records as long as we have your consent.

6. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure
- The right to withdraw consent

7. Right to complain to the Information Commissioner's Office

If you are not happy with the way HVA is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO). You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

8. What happens if you withdraw your consent?

If you withdraw your consent, we will delete any information we hold on you, six months after you have withdrawn your consent. Without your consent we are unable to contact you.

Further details on all of the above can be found on our website <http://www.hartvolaction.org.uk>.