

# **OTTERHAMPTON PARISH RECREATION ASSOCIATION OPRA**

## **GENERAL PRIVACY NOTICE**

(For members of OPRA, the 100 Club and the general public)

### **1. Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

### **2. Who are we?**

This Privacy Notice is provided to you by Otterhampton Parish Recreation Association (OPRA) which is the data controller for your data.

A description of what personal data OPRA processes and for what purposes is set out in this Privacy Notice.

### **3. OPRA will process some or all the following personal data where necessary to perform its tasks:**

- Contact details such as telephone numbers, addresses, and email addresses;

### **4. OPRA will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

### **5. We use your personal data for some or all of the following purposes:**

- To enable us to provide a service for the benefit of the community
- To contact you by post, email or telephone
- To promote the interests of OPRA and the parish community
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To send you communications which you have requested and that may be of interest to you. These may include information about new projects or initiatives;

### **6. What is the legal basis for processing your personal data?**

OPRA is a registered charity (number 1124017) and operates exclusively within the Otterhampton Parish; we organise activities directly, or support others, sometimes by making a grant or providing pump priming finance to get something going. OPRA also has a website [www.combwich.org.uk](http://www.combwich.org.uk) to which members of the public can voluntarily subscribe. The website also has information and photographs from other organisations such as the parish council and village hall. OPRA have emailing lists which are used to disseminate local information about events and issues. Most of our funds are raised by members of the 100 Club, a subsidiary of OPRA which requires certain additional information to be held.

### **7. Sharing your personal data**

OPRA does not share personal information with third parties. However, we sometimes use our information systems to pass on information from third parties such as the parish council, village hall committee and other parish organisations.

## **8. How long do we keep your personal data?**

We will keep some records such as committee minutes and financial records permanently. We will endeavour to keep data only for as long as we need it. This means that we will delete it securely when it is no longer needed.

## **9. Your rights and your personal data**

You have the following rights with respect to your personal data.

- **The right to access personal data we hold on you**
- **The right to correct and update the personal data we hold on you**
- **The right to have your personal data erased**
- **The right to object to processing of your personal data or to restrict it to certain purposes only**
- **The right to data portability**
- **The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
- **The right to lodge a complaint with the Information Commissioner's Office.**

## **10. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **11. Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on the [Combwich.org.uk](http://Combwich.org.uk) website. This Notice was last updated in October 2018

## **12. Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights:

The Data Controller is Otterhampton Parish Recreation Association (OPRA)

The Data Processor on behalf of OPRA is:

Barry Leathwood

32 Nursery Close

Combwich

TA5 2JB

[barry.leathwood@btinternet.com](mailto:barry.leathwood@btinternet.com)

Tel 01278 652399