

Privacy Notice for Natural Kirklees

**1. What personal data does Natural Kirklees collect?**

The data we routinely collect includes individual members’ and member groups contacts names, addresses, telephone numbers and email addresses**.** We also hold newsletter subscriber and council contacts names, telephone numbers and email addresses.

**2. What is this personal data used for?**

We use members’ data for the administration of Natural Kirklees. Being a Charitable Incorporated Organisation we are required to keep a list of members for the purposes communicating dates and times of the Annual General Meeting, other meetings and news we think members would find useful. We also publish member groups contact names on the web site directory and where permitted their telephone number and email address

**3. Where does this data come from?**

Data for our members has been collected from the Natural Kirklees Directory when groups enter their details, meeting attendance sheets, from newsletter requests and general contact by email.

**4. How is your data stored?**

This information is stored **in digital form on one computer.** This information is backed up on a Google Drive Cloud storage facility. Permitted detail is also stored in the Natural Kirklees web site members directory and on Mailchimp Newsletter distribution application.

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring Natural Kirklees discharges its obligations under the GDPR is the chair.

**5. What is the legal basis for collecting this data?**

Natural Kirklees collects personal data that is necessary for the purposes of its *legitimate interests* as a Charitable Incorporated Organisation.

**6. How you can check what data we have about you?**

If you want to see the membership data we hold about you, you should contact the chair or if you wish to withdraw your consent to receive information from us please email info@naturalkirklees.org.