

# The Sampford Peverell Community Land Trust's Data Privacy Statement

**This statement sets out how Sampford Peverell CLT processes your personal data and keeps it secure.**

Personal data is collected and held for the CLT's purposes as outlined below

We will collect the following types of data:

- Your name, postal address, telephone number and email address, which you provide.
- A record of your membership and share ownership, which we create once you become a member.

## What do we do with the information?

We use the information that you have provided for the following purposes:

- To maintain a record of membership and share ownership.
- To distribute information about the CLT, its activities and events. The CLT's preferred method of communicating with you is by email.

We do not share your personal data with, or sell your personal data to, any third parties, neither does any external body process your data on our behalf.

## How do we keep your personal data secure?

Personal data is held in a file on a computer that is protected by a firewall and virus-checking software. The data is accessible only to those members of the CLT's Board who need it for the purposes described above.

## How long do we keep your personal data?

We retain your personal data, keeping it up to date as and when you inform us of any changes, for the duration of your membership and for one year thereafter.

## Your rights in relation to your personal data

You may ask for your data to be amended at any time, and you can ask for it to be deleted if you no longer wish to be a member, which we will do one year after you end your membership. You may also ask the CLT to disclose to you the data that it holds about you.

If you would like to exercise any of these rights, please email the CLT's Secretary whose email address can be found on our web site at <http://www.sampevclt.org/about-us.html>

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified. You may withdraw consent at any time.