



## **DATA PRIVACY STATEMENT**

### **Personal data which we collect about you**

We collect a variety of information about our members. This personal data falls into these categories:

- Identity Data includes title, first name, last name, or similar identifier
- Contact Data includes delivery address, email address and telephone numbers
- Transaction Data includes details about membership subscriptions and donations, and event tickets you have purchased from us

### **How is your personal data collected?**

We collect data from and about you including through: Direct interactions. You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or through chat or social media.

This includes personal data you provide when you:

- receive our newsletter;
- make enquiries or request information be sent to you;
- order event tickets or LAA merchandise;
- ask for marketing to be sent to you;
- engage with us on social media;
- volunteer for working parties and events;
- contact us;

Automated technologies or interactions. As you interact with us, including via the loose-amenities.co.uk website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We may also collect Tracking Data when you use our website, or when you click on one of our events or other payment links (including those shown on third party websites).

## **Payment information**

Loose Amenities Association uses the third party payment processor PayPal to process payments made for products and services via the Website. All online payments will be conducted in accordance with Payment Card Industry (PCI) data security standards (which are high!) and your billing information (which is only used by these payment processors for the purpose of performing fraud protection) is encrypted before being communicated to them. Subject to the below exceptions, your credit card details are communicated directly from your browser to these payment processors - We never see your full Permanent Account Number (PAN). This means that the payment form is either off-site or displayed in a frame on the payment page.

For PayPal we only store the tokens required to identify the transaction with PayPal, issue refunds and identify transactions made using PayPal.

## **Data security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those within the Association (such as event and working parties organisers) who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

## **Third-party links**

The Loose Amenities website and newsletters include links to third-party websites, plug-ins and applications (for example, Facebook). Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

## **Data retention**

We will only keep your personal data for as long as necessary to fulfil the purposes we collected it for.

## **Your legal rights**

If the General Data Protection Regulation applies to you because you are in the European Union, you have rights under data protection laws in relation to your personal data:

- The right to be informed – that’s an obligation on us to inform you how we use your personal data (and that’s what we’re doing that in this privacy policy);
- The right of access – that’s a right to make what’s known as a ‘data subject access request’ for copy of the personal data we hold about you;
- The right to rectification – that’s a right to make us correct personal data about you that may be incomplete or inaccurate;
- The right to erasure – that’s also known as the ‘right to be forgotten’ where in certain circumstances you can ask us to delete the personal data we have about you (unless there’s an overriding legal reason we need to keep it);
- The right to restrict processing – that’s a right for you in certain circumstances to ask us to suspend processing personal data;
- The right to data portability – that’s a right for you to ask us for a copy of your personal data in a common format (for example, a .csv file);
- The right to object – that’s a right for you to object to us processing your personal data (for example, if you object to us processing your data for direct marketing); and
- Rights in relation to automated decision making and profiling – that’s a right you have for us to be transparent about any profiling we do, or any automated decision making.

If you wish to exercise any of the rights set out above, please contact us via

[info@loose-amenities.co.uk](mailto:info@loose-amenities.co.uk)

## Changes to this privacy policy

The General Data Protection Regulation is new and the ICO is still issuing new bits of guidance about how businesses should follow it. So, you may see little updates to our privacy policy over the coming months. Be sure to check in and have read every now and then. Thank you.