

Privacy Policy

Written on 10/06/2020

Our Values

Newquay Marine Group (NMG) is a voluntary community group. Its mission is to enjoy, share, promote, protect and learn about Newquay's amazing marine environment and the incredible life that shares our shores.

We are a welcoming and inclusive group and work for and with the community and the environment.

We are committed to gathering and processing personal data with full regard for the General Data Protection Regulations (GDPR), the Privacy and Electronic Communications Regulations (PECR) and to the principles of personal choice and control, transparency, fairness and security. We always collect and process data on lawful grounds to meet the genuine needs of our organisation, but we do so with the highest regard for an individual's right and freedoms.

Why do we collect personal data?

We collect your personal data to keep in touch with you. We will only ever collect store and you're your personal data when we have an identified purpose and reason to do so.

The ICO (www.ico.org.uk) refers to this as a 'lawful basis'.

The features of the NMG website can be used without disclosing any personal information. However, if you would like to:

1. Become a member

The ICO defines the lawful basis for processing your data for this purpose is opt-in consent where you have given us express permission to contact you by email (or any other particular communication channels).

We respect your right to update the way we get in touch with you at any time and will offer you the chance to unsubscribe throughout our correspondence.

2. Volunteer with us

We will collect your personal data so that we can keep in touch with you about, for example:

- I. The current work of NMG.
- II. Monthly invite to meetings and dissemination of minutes of meetings.
- III. Events, training opportunities, information, campaigns.
- IV. Changes to planned volunteer work programmes that you may be taking part in.
- V. New volunteer opportunities, job opportunities, thank you's and social information.
- VI. Feedback about volunteering or the group.

The ICO define the lawful basis for processing your data for these purposes as 'contractual' (where administering your volunteer record). Once your time as volunteer is over we will follow the lawful guidance of removal of data.

We will respect your right to update the way we keep in contact and will offer you the chance to unsubscribe throughout our correspondence.

How do we store your data?

All personal data is processed in the UK.

It is stored securely on computer systems and there is a strict control on who has access to information (using both physical and electronic means).

We only keep data for as long as it is required or until the consent is removed by the individual where it is then deleted.

Data Sharing

We sometimes need to share the personal information we process. Where this is necessary we, and any third parties we share with, are required to comply with all aspects of the General Data Protection Regulations (GDPR). Sharing is always subject to a lawful basis for processing. We will never sell personal details to third parties.

We will always ask and check before any information is shared.

Your rights

We respect your right to control your data.

Your rights include:

- **The right to be informed** - This privacy notice outlines how we capture, store and use your data. If you have any questions about any elements of this policy, please contact us.
- **The right of access** - If you wish to obtain a record of the personal data we hold about you, through a Subject Access Request, we will respond immediately. To make a Subject Access Request, please contact us
- **The right to rectification** - If we have captured information about you that is inaccurate or incomplete, we will update it.
- **The right to erase** - You can ask us to remove or randomise your personal details from our records.
- **The right to restrict processing** - You can ask us to stop using your personal data.
- **The right to data portability** - You can ask to obtain your personal data from us for your own purposes.
- **The right to object** - You can ask to be excluded from marketing activity.
- **Rights in relation to automated decision making and profiling** - We respect your right not to be subject to a decision that is based on automated processing.