



CLAYGATE COMMUNITY ALLIANCE

DATA PRIVACY POLICY

1. Introduction.

This Privacy Policy ("Policy") discloses how the Claygate Community Alliance (CCA) collects, uses, processes, shares, manages, and stores personal information and data. This is a requirement under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and is meant to provide the best experience for users in regard to their data privacy.

If, at any time, users would like to exercise any of the rights granted in this Policy, they may do so by contacting CCA using any of the methods provided:

- Company Name: Claygate Community Alliance
- Address: Claygate Centre, Elm Road, Claygate KT10 0EH
- Phone: 07984154715
- E-Mail: info@claygatecommunityalliance.org

2. Disclaimers

This Policy attempts to provide as much transparency as possible in regard to disclosing the fullest amount of information on how CCA collects, uses, and manages users' data. In an effort to satisfy such efforts, CCA provides the following disclaimers in regard to specific countries' privacy laws:

In accordance with the General Data Protection Regulation (GDPR), all users are entitled to specific data protection rights and disclosures, including, but not limited to:

- Right to Access. Users have the right to request copies of their personal data. CCA may charge a small fee for this service.
- Right to Rectification. Users have the right to request to correct any information they believe is inaccurate on CCA systems. In addition, Users have the right to request that CCA fulfills any information that users believe is incomplete.
- Right to Erasure. Users have the right to request that CCA erases personal data under certain conditions.

- iv. Right to Restrict Processing. Users have the right to request that CCA restrict the processing of personal data under certain conditions.
- v. Right to Object to Processing. Users have the right to object to CCA processing of personal data under certain conditions.
- vi. Right of Data Portability. Users have the right to request that CCA transfer any personal data collected to another organization, or directly to users, under certain conditions.

Any request made under this section must be processed within one (1) month if made through any of the methods mentioned in Section 1 of this Policy.

3. Categories of Personal Information

CCA will collect the following:

Identifiers. A real name, postal address, signature, home phone number or mobile phone number, e-mail address, emergency contact details

Protected Classification Characteristics, medical condition, physical or mental disability which could affect usage of the Centre

Employment Related Information (for CCA Employees only). Current or past job history, performance evaluations, disciplinary records, workplace injury records, disability accommodations, and complaint records; emergency contact information, personal information necessary for CCA to collect and retain to administer payrolls, National Insurance and PAYE

4. Advertisements

At the present time, the website does NOT have any advertisements. CCA does not have display ads, or any 3rd party paid affiliates on the website.

5. How CCA Uses Personal Information

CCA may use or disclose Personal Information for the following purpose:

Alerts.	To provide e-mail alerts and other communications regarding CCA products, services, and offerings that may be of interest or that users have registered to receive;
Obligations.	To carry out any obligations for reporting to the Local Authority under the terms of CCA's Lease
Feedback.	To get feedback on website improvements and generally provide an overall better experience;
Protection.	To protect against fraud, safeguard data, and the general security of the website;

- Security.** To detect security incidents, verify human users, and avoid being subject to malicious, deceptive, fraudulent, or illegal activity;
- Law Enforcement.** To respond to law enforcement requests as required by applicable law, court order, or government regulations;
- Intended Purpose.** As described for the intended purpose when collecting users' personal information; and

CCA's usage of Personal Information may change over time, and when such changes occur, CCA will update this Policy accordingly.

6. Selling Personal Information

It is not CCA policy to sell Personal Information.

7. Sharing Personal Information

CCA may disclose Personal Information to 3rd parties for business purposes. The general categories of 3rd parties that CCA shares with are as follows:

- Our 3rd party service providers that, without their services, our website would not be able to function in its current manner;
- Third (3rd) parties to whom users or their agents, authorised CCA to disclose Personal Information;
- Other third (3rd) parties to comply with legal requirements or to disclose Personal Information to government authorities as legally required;

8. Changes and Amendments

CCA reserves the right to amend this Policy at its discretion and at any time. When changes are made to this Policy, CCA will agree to notify users by e-mail or other preferred communication methods.

9. Linking to 3rd Parties

CCA may provide links to 3rd party sources such as websites, applications, content, or software ("3rd Parties"). When using a link online to visit 3rd Parties, users will be subject to their privacy policy and the jurisdiction of governing law. It is recommended that users familiarise themselves with the various terms and disclosures regarding users' Personal Information. CCA are not responsible for the handling of Personal Information when using, accessing, or visiting 3rd Parties.

10. Security & Protection

CCA uses reasonable physical, electronic, and procedural safeguards that comply with industry standards to protect and limit access to Personal Information. This includes device safeguards used in accordance with industry standards.

It is understood by users that the Personal Information submitted electronically may not be secure when it is transmitted. Specifically, CCA recommends that users do not use unsecured or public channels to communicate sensitive or confidential information.

11. Contact

If users have any questions or comments about this Policy, the ways in which CCA collects and use Personal Information, choices or rights regarding such use, or wish to exercise user rights, please do not hesitate to contact CCA by using the details mentioned in Section 1 of this Policy.