

TALKING NEWSPAPER FOR TODMORDEN

PERSONAL DATA PROTECTION

PRIVACY NOTICE

Under Data Protection legislation the Charity Trustees of the **Talking Newspaper for Todmorden (TNfT)** are the Data Controller. The Secretary acts as our Data Protection Officer and can be contacted on 01706 813404 or by email on us@tntod.org.uk

We collect personal data to enable the **TNfT** to keep in touch with you and manage our activities. Data Protection legislation allows us to process this information as we regard it as being in the **TNfT's** legitimate interest, in order to provide our services. If the data is to be used in a way which Data Protection legislation requires your consent, we will seek this consent from you.

Your name and contact details will be entered into our database which is held on the Secretary's computer which is password protected and accessed only by the Secretary. A hard copy will also be kept by the Secretary.

The information will only be made available to and used by other Trustees and Volunteers when necessary for the provision of our services, by email or hard copy as appropriate. Although we currently do not do so, if at any time we wish to share some of your personal information with other organisations, we will never do this without your consent.

If you are happy for your details to be recorded as Listener Member, Volunteer Member or Friend and for them to be used as described in this statement, you need do nothing more. You can ask for your details to be removed at any time but this will terminate your membership of, or association with **TNfT**, and direct receipt of our talking newspaper.

Your contact details will be removed from the database once you are no longer a Listener Member, Volunteer Member or Friend.

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Secretary. You also have the right to ask for information which you believe to be incorrect to be rectified. If you are concerned about the way your information is being handled please speak to our Data Protection Officer, the Secretary. If you are still unhappy you have the right to complain to the Information Commissioners Office.