

# Stroud Woodland Community Benefit Society Limited

## Data Protection Policy and Privacy Notice

This policy and privacy notice provides information on how Stroud Woodland Community Benefit Society Limited (SWCBSL) collects and uses your personal information.

SWCBSL is the Data Controller of any data that you supply. This means that we are responsible for looking after your information and using it properly.

It is a legal requirement for a co-op like ours to keep a statutory register of members details. To do this and to keep in touch with you we will record your full name, address, email and telephone number.

SWCBSL will not share your data with anyone else.

What rights do I have regarding my data that SWCBSL holds?

- You have the right to be informed about what data will be collected and how this will be used
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to restrict use of the data we hold about you

There will be no use of automated decision making using your data.

SWCBSL will keep your data for as long as you are a member. When you leave SWCBSL, you should request for your data to be removed. In any other case, SWCBSL may keep your data for a period of up to 5 years.

Your data will be kept securely in electronic form on a password protected online folder accessible only by the SWCBSL directors. Your full name, address and email will also be available to anyone upon a valid request. It will be available from the coop's registered offices: The Exchange, Brick Row, Stroud, GL5 1DF.

If you have any questions, please contact SWCBSL's data controller Ben Spencer (07960712609, [benrtspencer@gmail.com](mailto:benrtspencer@gmail.com)). Ben is a member of SWCBSL and has been appointed by the Directors.

Alternatively please contact the SWCBSL Secretary, Dominique Shead (07807445452, [dshead@btinternet.com](mailto:dshead@btinternet.com)).

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Policy last updated: 02 June 2020

Next review date: 02 June 2021

Registered Office: The Exchange, Brick Row, Stroud, GL5 1DF

Society number: 31025R

<http://stroudwoods.org.uk/>