



# Privacy Policy

**Spondon Community Association (SCA) is a registered charity (registration number 506901).**

1. It holds membership data electronically solely for the purpose of administering the membership of the Association.
2. All the data held has been provided by the employee, contractor, Hall user or member, no data has been collected from any other source.
3. No data will be provided to any third party at any time.
4. Electronic data is only held on the personal computers of the Executive Committee members and the Hall Manager, all of which are in the UK. The data is password protected.  
Paper records are not copied and originals are always held in locked premises, except when being processed.
5. Employee and contractor data is retained for seven years as required by tax legislation and then destroyed.  
Hall booking details are not stored electronically; paper records are retained for the current and previous calendar years, and then destroyed.  
Electronic and paper membership records are destroyed three calendar months after membership lapses.
6. At any time, the members, Hall users, employees or contractors can ask to view their data that is held by the Association; this will be provided without charge. The request should be completed within one calendar month of the request being received.  
The request should be made in writing (electronically if possible) to the contact details provided on the Association website ([www.spondonca.org.uk](http://www.spondonca.org.uk)) or on notices posted in the Village Hall, Sitwell Street, Derby DE21 7FG.  
If necessary, any amendments (including deletion requests) should be similarly communicated and will be actioned within one calendar month.
7. The SCA may occasionally use members' contact details to communicate about events that we believe could be of interest to the members. In each case, the member will be asked to advise the SCA if they no longer wish to receive communications of this type.

The Association understands that under these circumstances, there is no requirement to register with the Information Commissioner. The Association has appointed a Data Protection Officer and their details can be obtained as described in paragraph 6 above.