

Long Lands Common Ltd Privacy Notice

Our contact details

Name: Long Lands Common Ltd.

Address: 12b Regent Street, Harrogate HG1 4EB

Phone: 01423 560283

Email: info@longlandscommon.org

The type of personal information we collect

We currently collect and process the following information: Name and contact details.

How we get the personal information, why we have it and what we use it for

The personal information we process is provided to us directly by you for one of the following reasons:

- Necessity for the performance of a contract with you. We have a contract with you as shareholders in the society and need your information for matters associated with that shareholding.
- Necessity for compliance with a legal obligation. This covers applications for membership, the society's legal obligation to maintain a register of members and directors and to inform members of general meetings and enable their participation in elections and special resolutions.
- Necessity for the legitimate interests of the data controller.
- Consent to be contacted for specific other reasons where those reasons are unambiguous and where such consent is freely given. This covers non-statutory communications with members, such as newsletters, marketing campaigns, members' events and activities. Consent could also be used for gathering and

using personal data of supporters who have pledged their support in some other way.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the membership secretary at 12b Regent Street, Harrogate. HG1 4EB.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a legitimate interest.

How we store your personal information

Your information is securely stored electronically.

We keep personal information as long as you are a shareholder. When you cease to be a shareholder, we will dispose of your information within two years, unless you specifically request we delete it sooner or give us informed consent to keep it for longer. Where we have information relating to non-shareholders (for example where we have been given informed consent to make contact), this information will be deleted after two years unless you specifically request we delete it sooner or give us informed consent to keep it for longer.

We will dispose of your information by deleting it from our electronic database.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete

information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at 12b Regent Street, Harrogate. HG1 4EB if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at 12b Regent Street, Harrogate. HG1 4EB.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>