



## PL24 Community Association (PL24CA) Privacy Policy

### Summary of key points

Access to the email addresses and folder/s is restricted as shown in the table below.

We will never hand over your personal contact details to a third party without your consent.

We only keep information for as long as it is necessary.

You can unsubscribe at any time. If you do this, we will delete your contact information.

PL24CA has separate gmail addresses for different purposes. Each email address has a password protected folder or folders on Google drive (and a Dropbox folder in some cases). Access to the email addresses and folder/s is restricted as shown in the table below.

PL24CA Section	Accessed by: in bold is key contact	For what purpose? Examples
PL24 Community Association General Administration <a href="mailto:pl24community@gmail.com">pl24community@gmail.com</a>	<b>Secretary</b> /secretaries Chair Advertising/Business Administrators Treasurer	Email updates to those on the PL24CA database, publicising events, contacting members
PL24 Events and Activities <a href="mailto:PL24events@gmail.com">PL24events@gmail.com</a>	<b>Secretary</b> /secretaries Chair Lead for specific event/s	Contacting volunteers, organising events and activities
PL24 Magazine <a href="mailto:pl24magazine@gmail.com">pl24magazine@gmail.com</a>	<b>PL24 Secretary</b> Advertising/Business Administrators, Chair	Sending out reminders of magazine submission dates Liaising on articles
PL24 Advertising/Business <a href="mailto:PL24business@gmail.com">PL24business@gmail.com</a>	<b>Advertising/Business Administrators</b> Treasurer, Chair, Secretary	Communicating with Advertisers and for payment purposes
<a href="mailto:PL24Treasurer@gmail.com">PL24Treasurer@gmail.com</a>	<b>Treasurer</b> Chair, Secretary	For ordering and payment purposes

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### The Long Version

The Privacy Policy is divided into three parts:

**Part A** relates to PL24 Community Association (General Administration). It is for **individuals, local community groups** and **organisations** who are on our contact list e.g. for receiving email updates about what is happening, membership and volunteering opportunities.

**Part B relates to PL24 Magazine** and is for individuals, local community groups and organisations who contribute to the magazine e.g. by submitting articles, poems or similar for publication. For paid advertisements or inserts, see Part C.

**Part C** is for **individuals, traders or organisations** where there is a **contract** e.g. where there is an “element of exchange” such as where an individual, trader or organisation is **paying for services** offered by PL24CA, e.g. when paying for an advert in PL24 Magazine or on the website or sometimes for other events. Part C is also relevant where PL24CA is paying for services e.g. printing.

**Note:** Where tickets are bought through a 3<sup>rd</sup> party e.g. Cornish Riviera Box Office, then it is that organisation’s policies which apply.

## **PL24 Community Association (PL24CA) Privacy Policy Part A**

Part A of the Privacy Policy is specifically for **individuals, local community groups** and **organisations** who are interested in, for example, becoming members of PL24CA and/or receiving updates, volunteering or contributing to the website.

### **Our contact details**

E-mail: [pl24community@gmail.com](mailto:pl24community@gmail.com)

### **The type of personal information we collect**

We currently collect and process the following information:

- personal identifiers, contacts and characteristics (for example, name, email address and telephone number where supplied). An individual may also choose to provide a postal address.
- An individual’s specific interests if they offer to volunteer e.g. for gardening, stewarding at events.
- A local community group or organisation’s identifiers, contacts and characteristics (for example, contact name, email address and telephone number where supplied).

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you the individual, local community group or business for one of the following reasons:

- to tell you about PL24CA and its events and activities

We use the information that you have given us in order to:

- enable us to send out updates and/or newsletters to you about PL24CA, its activities and events;
- enable us to send out targeted emails to those who have offered to volunteer for particular activities and events e.g. for litter picking, stewarding at events;
- notify winners of prize draws and/or competitions;
- remind you of the submission dates for articles for PL24 Magazine;

- to alert you to opportunities to publicise your local community group, organisation or business where appropriate in the magazine or on the website.

### **Consent to pass information onto a third party.**

We will never pass on your contact information to a third party/external body unless you give us consent to do so.

If you do give your consent, we may share this information with other local community groups, charities and organisations for specific purposes.

For example, volunteers may consent for PL24CA to pass on contact information, so that the primary organising group can contact you if an event is cancelled at the last minute.

In this case, the primary organising group will then have responsibility for the protection of your data in line with their privacy policy.

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

#### **(a) Your consent.**

**You can remove your consent at any time. You can do this by contacting us at:**  
[pl24community@gmail.com](mailto:pl24community@gmail.com)

### **How we store your personal information**

Your information is securely stored in a password protected PL24CA Gmail contact lists. Other information is stored in password protected Google Drive Folders (and sometimes Dropbox folders). For full detail on who can access which password protected email address and associated folder/s, see the information table at the beginning of this Privacy Policy.

We keep your personal information or that of the local community group of business – name, email and if you wish phone number and address - for as long as **you** wish to remain on our contact list. If you inform us that you no longer wish to be on our contact list, we will dispose of your information by taking your details off the contact list.

### **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.

If you wish to make a request, please contact us at: [pl24community@gmail.com](mailto:pl24community@gmail.com)

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

(a) **Your consent.**

**Further information on this is to be found at:**

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/consent/>

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at: [pl24community@gmail.com](mailto:pl24community@gmail.com)

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>

## PTO for Part B

## PL24 Community Association (PL24CA) Privacy Policy Part B

**Part B relates to PL24 Magazine** and is for individuals, local community groups and organisations who submit articles, poems, letters or similar for inclusion in the magazine.

## Our contact details

**General Enquiries:** [pl24community@gmail.com](mailto:pl24community@gmail.com)

**Magazine contributors' email:** [pl24magazine@gmail.com](mailto:pl24magazine@gmail.com)

## The type of personal information we collect

We currently collect and process the following information:

- personal identifiers, contacts and characteristics (for example, name, email address and telephone number where supplied).

- A local community group or organisation's identifiers, contacts and characteristics (for example, contact name, email address and telephone number where supplied).

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you the individual, local community group or business for one of the following reasons:

- to enable us to remind you of the submission dates for articles for PL24 Magazine.
- to alert you to opportunities to publicise your local community group, organisation or business where appropriate in the magazine or on the website;
- keep you updated with PL24CA events and activities;
- to notify you of winners of prize draws and/or competitions.

### **Consent to pass information onto a third party.**

We will never pass on your contact information to a third party/external body unless you give us consent to do so. The only exception might be in the case of advertisers or community organisations where the contact information is published in the magazine and is therefore freely available. For example, someone might have lost their copy of the magazine and might ask us to confirm the contact details of a specific community organisation, trader or business. In such cases, the PL24 Magazine Editor or Advertising Administrator on the publicly available information.

If you do give your consent, we may share your information with other local community groups, charities and organisations for specific purposes.

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

#### **(a) Your consent.**

**You can remove your consent at any time. You can do this by contacting:**

[pl24community@gmail.com](mailto:pl24community@gmail.com)

**Magazine contributors' email:** [pl24magazine@gmail.com](mailto:pl24magazine@gmail.com)

### **How we store your personal information**

Your contact information is stored in a password protected PL24 Magazine-specific Gmail contact list. Other information is stored in password protected in Google Drive Folders and Dropbox folder. For full detail on who can access which password protected email address and associated folder/s, see the information table at the beginning of this Privacy Policy.

We keep your personal information or that of the local community group of business – name, email and if you wish phone number and address - for as long as **you** wish to remain on our contact list. If you inform us that you no longer wish to be on our contact list, we will dispose of your information by taking your details off the contact list.

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**Your right to object to processing** - You have 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.

If you wish to make a request, please contact us at: [pl24community@gmail.com](mailto:pl24community@gmail.com)

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

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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>

## **PL24 Community Association (PL24CA) Privacy Policy Part C**

Part C is relevant where there is a **contract** e.g. where there is an "element of exchange" such as where an individual, trader or organisation is paying for services offered by PL24CA e.g. an advert in PL24 Magazine or where PL24CA is paying for services.

"In this context, a contract does not have to be a formal signed document, or even written down, as long as there is an agreement which meets the requirements of contract law.

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Broadly speaking, this means that the terms have been offered and accepted, you both intend them to be legally binding, and there is an element of exchange (usually an exchange of goods or services for money, but this can be anything of value). However, this is not a full explanation of contract law, and if in doubt you should seek your own legal advice." [ico.org.uk>lawful-basis-for-processing>contract](http://ico.org.uk>lawful-basis-for-processing>contract)

## **Our contact details:**

**General Enquiries:** [pl24community@gmail.com](mailto:pl24community@gmail.com)

**PL24 Magazine advertisers contact:** [pl24business@gmail.com](mailto:pl24business@gmail.com).

## **The type of information we collect**

We currently collect and process the following information:

- personal identifiers, contacts and characteristics (for example, name, email address and telephone number where supplied). An individual, trader or organisation may also choose to provide a postal address.
- payment details e.g. for BACS transfers.
- copies of the individual's, trader's or organisation's insurance where this is appropriate e.g. for the purpose of risk management for PL24CA organised events.
- other information which may be supplied as required for events or other activities.

## **How we get the information and why we have it**

Most of the information we process is provided to us directly by you the individual, trader or organisation for one of the following reasons:

- so that we can tell you about PL24CA, its events and activities and offer you opportunities to participate in these.
- so that you can pay us for a service e.g. for an advert
- so that we can pay you for a service e.g. for printing

We use the information that you have given us to:

- enable us to send out updates and/or newsletters to you about PL24CA, its activities and events;
- enable us to send out email reminders about upcoming deadlines for the submission of articles and paid for adverts in PL24 Magazine or on the website or similar;
- enable us to send you invoices, receipts and payment reminders as necessary;
- invite you to attend and promote your business e.g. by having a stand at Par Big Lunch, a Craft Fayre or similar events;
- invite you to promote your business via any other paid for services which may be provided in the future;
- process payments we make to you as appropriate.

## **Consent to pass information onto a third party.**

We will never pass on your contact information to a third party/external body unless you give us consent to do so. The only exception might be in the case of advertisers or community organisations where the contact information is published in the magazine and is therefore freely available. For example, someone might have lost their copy of the



magazine and might ask us to confirm the contact details of a specific community organisation, trader or business and we would pass on publicly available information. If you do give your consent, we may share your information with other local community groups, charities and organisations for specific purposes.

For example, if PL24CA hires a hall for an event where the owners of the hall are arranging the furniture, the hall owners may need information on how many tables an individual, trader or organisation needs for a stand or whether there are any other particular requests or requirements e.g. 2 chairs to be provided, table to be by exit.

In such cases, the group renting out the hall will then have responsibility for the protection of your data in line with their privacy policy.

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

**(b) We have a contractual obligation.**

**If you wish us to remove your information from our records**, you can contact us:

[pl24community@gmail.com](mailto:pl24community@gmail.com)

**PL24 Magazine advertisers contact:** [pl24business@gmail.com](mailto:pl24business@gmail.com).

**We will remove your information as soon as all invoices are paid in full.**

## **How we store your information**

Your contact information is stored in password protected PL24 Gmail contact lists. Other information is stored in password protected Google Drive Folders (and Dropbox Folders). For full detail on who can access which password protected email address and associated folders, see the information table at the beginning of this Privacy Policy.

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