

Privacy Notice for Members and Supporters

South Dartmoor Community Energy (SDCE) is a data controller and is committed to protecting your personal data and working in accordance with all relevant data protection legislation. Your data is used for communicating with you regarding our activities and events. This Privacy Notice explains how SDCE processes and uses the personal data we collect about you.

What data do we hold?

SDCE holds personal data that you provided to us on the paper application form, a supporter 'sign in' form at an event, via e-mail or via our website 'contact us' form. Our records may include:

- Your name, address, email address and telephone number(s). If you are a Member we will also record:
- If you are over 16years old
- The date you joined SDCE

Legal Basis

The legal basis for SDCE processing your personal data is that you have given your consent to be kept informed of our activities and we need your contact details to do this. We also have a legal obligation to maintain a register of our Members under the Co-operative and Community Benefit Societies Act 2014.

How we use your data

SDCE uses your data to send you newsletters about our events, activities and meetings. We input your name and e-mail address into a Mailchimp contact list so that we can send you e-newsletters and invite you to meetings. You can read more about how they will use your data [here](#). The contact form on our website does not store any of your data. If you have asked to be posted information we will invite you to our AGM by post. We will not share your data with any other third parties or sell it to anyone for marketing purposes.

How we protect your data

Your data is held securely on a password protected spreadsheet in Dropbox. The spreadsheet is accessible to only two Directors of SDCE. The hard copies of any application forms/sign in forms are stored in lockable cabinets at our official address and our Energy Advisors home. The SDCE Mailchimp account is only accessed by our Company Secretary and requires a login password. Emails from you are deleted once the enquiry has been dealt with.

Your rights and preferences

You have the right to ask to see, correct or delete the data we hold about you and to request the electronic transfer of your data to a third party. If you no longer wish to support us or hear from us please phone or write to the Company Secretary using 0800 112 3044, sophie@southdartmoorcommunityenergy.org or 8 Speakers Road, Ivybridge, PL21 0JP. We will remove your details from our records with immediate effect.

Review

This Privacy Notice will be kept under review. Any changes will be updated on our website and communicated to you as appropriate. This Privacy Notice was last updated in April 2018.