

E-mail Contact Privacy Notice

When you contact The Community Hub Little Paxton Charitable Incorporated Organisation (hereinafter referred to as “The Hub”) your personal information (*ie name, address, email address, phone number, organisation*) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access The Hub’s facilities and services. This information will not be shared or provided to any other third party.

1. How electronic communications are managed

(a) Processing information

Under the General Data Protection Regulation (GDPR) processing is -

- (i) with consent of the data subject;
- (ii) necessary for compliance with a legal obligation (eg Police); or
- (iii) necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Consent to process information sent in emails to the Hub via either thehuplp@gmail.com or info@thehub in accordance with these regulations is assumed. However with the exception of (ii) above, data relating to a child under the age of 16 will **not** be processed without the written consent of the child’s parent/guardian (*appropriate identification will be required*).

(b) Security

- (i) Every effort will be made to ensure that information provided by email is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure through appropriate technical measures and appropriate policies
- (ii) Your data will only be -
 - used for the purpose for which it was collected;
 - stored until conclusion of that purpose; and
 - deleted on completion of that purpose.

2. YOUR RIGHTS

- (a) Any personal Information and data contained in emails will be dealt with in accordance with the Hub’s General Privacy Notice which includes the right to have access personal data held about you, have that information corrected or deleted; to object or restrict the use of that data, transfer the data to another controller and to withdraw for the use of the information. You may also complain to the Information Commissioners Office

3. MARKING OF EMAILS

- (a) Any emails sent from the Hub email addresses are to contain the following statements:

Any personal information you provide (such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal

information will not be shared or provided to any third party.

Please notify us if you have received this email in error and delete it immediately.

A copy of the full policy is available on the Hub Website

- 4.** This policy is to made available on the Hub Website

Review: Sep 24 or as and when necessary