

# Harpenden Learning for Leisure (HLfL) Privacy Policy

Harpenden Learning for Leisure has adopted the following Privacy Policy in order to comply with the Data Protection Act 2018 and General Data Protection Regulations (GDPR). The HLfL committee is committed to and responsible for ongoing compliance with GDPR in order to ensure the security and protection of personal information provided by you.

## **What type of personal information do we collect from you?**

HLfL collects the following personal information about each member or individual:

- name
- postal address
- telephone number
- email address
- date of joining
- attendance records
- payment records

Your membership or your connection with HLfL is the lawful basis for us to hold and process your personal information. Your data will be stored safely and securely.

We check what data we have on members every year and remove it if we no longer need it. If you are no longer a member or have no other connection with HLfL, we will make sure we stop using and/or delete any data we do not need to keep.

## **How do we use your personal data?**

Any of the information listed above might be needed to manage your membership of HLfL or your other connection with it, and to organise and run our activities. We will not use your data for anything else unless you give us your active consent for that additional use.

You can withdraw your consent at any point by contacting the Data Protection Officer.

## **Do we share your data with anyone else?**

We will never give your data to third parties for that third party to use without your written consent. If another member of HLfL asks for your contact details we will only ever share them if you consent.

## **Data access requests**

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer who will respond within one month.

## **I've got a question– who should I speak to?**

The best person to speak to is the Data Protection Officer – Nick Mourant

Email: [info@harpendenlearningforleisure.org.uk](mailto:info@harpendenlearningforleisure.org.uk)

**Member/Individual confirmation**

I am aware that HLfL will collect, hold and use some of my data for administration purposes.  
I am aware that group photographs may be taken from time to time, and reproduced on our website and in other publicity material. I understand that prior notification will be given so that I may excuse myself from these photographs if I wish to do so.

Name: .....

Date: .....

**Publicity**

I am happy to receive emails about our forthcoming courses and events so that I can sign up and/or pass the information on to friends and family.

