



## **Wormley and Turnford Big Local What's On Guide** **Privacy Notice**

### **Important – Privacy Notice**

Please read the information below which explains how we will use your data. We have to provide you with this information by law.

### **Who are we?**

We are Wormley and Turnford Big Local. Our address WTBL Hub, 39 High Road, Wormley Herts, EN10 6HT.

You can contact us via post at the address above, email us at [info@wtbl.org.uk](mailto:info@wtbl.org.uk) or by calling 07903 390649.

### **What information do we collect?**

When you request to be included in the What's On Guide we collect your name and email address. If you request that personal data such as your name, personal email address and/or contact number is added we will collect this too.

### **Why do we collect this information?**

We collect your information so that we can print it in the Guide as part of our contract with you.

We retain your name and email address to contact you every quarter to see if you would like to add anything in the next Guide in our legitimate interests which is promote events and activities taking place in the Wormley and Turnford area.

### **What do we do with your information?**

Information you request to be printed is published in the Guide available on Wormley and Turnford Big Local's website which is stored in worldwide databases by companies who have appropriate contractual arrangements and shared on it's social media accounts such as Twitter and Facebook.

Your information is stored securely on our password protected shared drive based within the European Union.

We do not use the information that you provide us with to make automated decisions that might affect you.

## **How long do we keep your information for?**

Published information will be kept for as long as the Guide, website or social media that the photos or video footage have been posted on still exist.

We will keep your name and email address to contact you whilst it is still relevant or until you ask us to remove it.

## **Your rights over your information**

By law, you have the following rights with the information that you have provided us with above:

- **Access** - You are able to ask us what information we hold about you and for a copy of it.
- **Rectification**- You can ask us to correct the information we hold about you if it is wrong or incomplete.
- **Erasure**- You can ask us to erase the data we have on you if it was retained in our legitimate interests.
- **Object**- You can object to us using your data if it was retained in our legitimate interests.
- **Restriction**- You can ask us to stop using your data for a period of time if you think we are not doing so lawfully.
- **Complain** - If you have a complaint about the way we use your information, you are able to contact the Information Commissioner's Office via their website ([www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)) or write to them at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

If you wish to make a request, please contact us using the details in the 'Who are we section?'