



Privacy Notice

This privacy notice applies to the Somerleyton Community Association, charity number 1104800 (“the Association”), and to the websites www.sca2004.org.uk and www.somerleytontgether.org.uk. It explains what personal information we collect about you and how we use it.

We collect your personal information when you make direct enquiries with us, when you sign a hire agreement for the village hall or playing field, when you visit our websites or when you register with Somerleyton Together.

How we use your information

This privacy notice tells you what to expect when we collect personal information. We will make it clear when we collect personal information and will explain what we intend to do with it. We **do not share** your personal information with third parties unless we have your consent or to comply with a legal obligation.

Contact with the Association

When you contact the Association we will obtain sufficient information to enable us to contact you. If you enter into an agreement to hire the village hall or part of the playing field we will obtain sufficient information to enable us to identify you and to invoice you for the costs involved. If you opt to register with Somerleyton Together we will obtain sufficient information to send you email notifications regarding events in the parishes. If you make a donation to the Association and indicate that you wish us to collect Gift Aid on it we will obtain additional information to permit that claim.

Your rights

You have the right to:

- Access the data we hold on you
- Correct any inaccurate information we hold
- Delete the information we hold on you
- Object if you believe we are not processing your data for the purpose for which it was collected
- Unsubscribe from future communications from us

Please email hello@sca2004.org.uk or write to us at 1 Station Cottages, Station Road, Somerleyton, Lowestoft, NR32 5QN to exercise any of these rights.

We do not use automatic profiling or decision making.

Visitors to the website

When someone visits the Somerleyton Community Association or the Somerleyton Together websites we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to various parts of the sites. We collect this information in a way that does not identify users personally.

Links to other sites

We are not responsible for the content or reliability of the linked web sites and do not necessarily endorse the views expressed within them. We cannot guarantee external links will work at all times and we have no control over their availability. You should read the privacy statements for all websites you visit.

This policy was adopted by the officers on 24th May 2018