



LANCASTER MEN'S HUB PRIVACY POLICY

Version 21/01/2022

Issued by Lancaster Men's Hub Trustees

Our details

Name: Lancaster Men's Hub, charity reg. 1196670

Address: The Cornerstone, Sulyard Street, Lancaster LA1 1PX

Telephone: 01524 840027

Email: info@thelmh.org.uk

Website: www.thelmh.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details, email address, declared medical details)
- Gift Aid information if you have made a donation and declared it for Gift Aid.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To allow the proper functioning of Lancaster Men's Hub for the benefit of members and guests
- To satisfy HMRC regulations concerning the proper keeping of accounts.

We use the information you have given us in order to:

- Communicate with members and guests and inform them of Lancaster Men's Hub activities
- Inform members of General Meetings, Annual General Meetings and other membership matters



- Monitor attendance, measure the success of activities and events and compile anonymised statistics.

We may share this information with emergency services or on the request of a police or court officer. We do not share the information with any other third party.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is: **your consent**.

You have the right to withdraw your consent at any time.

There is no charge for withdrawing your consent. To do this, contact Lancaster Men's Hub using any of the means listed at the start of this policy or by email to: chair@thelmh.org.uk

How we store your personal information

Your information is securely stored in an online database which is protected by complex usernames and passwords and accessed only by designated officers of Lancaster Men's Hub. We also store information in written or printed documents such as the Guest and Membership form or a Gift Aid declaration.

We keep this information for the duration of your participation in Lancaster Men's Hub. We will then dispose of your information by erasing it from the database and by destroying all written or printed documents.

However, if you have made a donation and declared it for Gift Aid, that information must be retained after your last donation for a time specified by HMRC (currently four years). After this period the information is erased or destroyed.

Your data protection rights

Under data protection law, you have rights including:

Your right of access – You have the right to ask us for copies of your personal information.

Your right to rectification – You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right of erasure – You have the right to ask us to erase your personal information.



Your right to restriction of processing – You have the right to ask us to restrict the processing of your personal information.

Your right to withdraw consent – You have the right to withdraw your consent to processing at any time.

Your right to data portability – You have the right to ask that we transfer the personal data you gave us to another organisation, or to you.

Your right to object to processing for the purpose of direct marketing – You have the right to ask us not to use your personal information for the purpose of direct marketing.

Your right to lodge a complaint – You have the right to lodge a complaint with a supervising authority.

We do not use automated decision making or profiling.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us using any of the means listed at the start of this policy or by email to: chair@thelmh.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at chair@thelmh.org.uk or by post to: The Trustees, Lancaster Men's Hub, The Cornerstone, Sulyard Street, Lancaster LA1 1PX.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>

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