



## **Broadwindsor Group Parish Community Land Trust**

### **Privacy Statement**

Broadwindsor Group Parish Community Land Trust collects personal data from its membership. This Statement explains how we use any personal information we collect.

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

As a Community Benefit Society registered with the Financial Conduct Authority, we collect information about you when you register to become a member of the CLT. This comprises the personal information you complete and sign on the membership request form:

- Title
- Name
- Address
- Email address
- Telephone number(s)
- Number of Shares purchased
- Amount paid to the CLT

#### **How will we use the information about you?**

BGP CLT uses the personal data provided by its members in order to contact them by email or post, to provide updates on project progress, to send invitations to AGMs and other relevant events, and to correspond with members regarding Shares. Personal data of members will not be shared with any other body.

#### **How is the information stored?**

Personal data provided by members is stored securely on an Excel database which is maintained by the Board Secretary. Details of names may be shared with other Board members, as necessary. The Secretary and Treasurer share details of names, addresses and Share purchase in order for the monies to be receipted.

#### **Access to the information held and corrections to it**

If CLT Members wish to find out what personal data is held by the CLT, they should make a request in writing to the CLT Board Secretary. CLT Members should also notify the Board Secretary in writing (by email or by post) of any changes to their personal data. The Secretary will then update the CLT database accordingly.

#### **How long will information be held?**

Personal information will be held for as long as membership of the CLT continues. Should a member opt to leave the CLT, their personal data will be removed from the database.