



Mayfield Recreational Association
Conygree Lane
Mayfield
DE6 2HW
Charity number: 700004



GDPR Policy

The Mayfield Recreational Association (MRA) ensures we comply with the Data Protection Act 2018 and that all personal data that we hold is:

- processed lawfully, fairly and in a transparent manner;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary;
- accurate and kept up to date;
- kept in a form which permits identification of data subjects for no longer than is necessary;
- is only processed for core business purposes
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Why we collect and hold data

1. In order to process bookings for our facilities. Any person making a booking agrees that we may hold their data either until the booking is fulfilled, or, for repeat bookings, until we're informed that the bookings will no longer take place.
2. To facilitate communication with our supporters once a year, asking if they would still like to continue to support us.

We will not share your data with any third parties unnecessarily.

How long we hold data

We store as little personal data as possible and only for as long as needed.

Bookings

Until the booking is fulfilled, or for repeat bookings, until we're informed that the bookings will no longer take place.

Enquiries

For enquiries which don't result in a booking, we hold the data until the date of the proposed booking is passed.

Suppliers

We hold suppliers' details for as long as we are still using them.



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Employees

Employees records are deleted once they leave the company.

Supporters

Once people cease to support us, we delete their details.

Financial Records

Up to 7 years.

Minutes

Indefinitely.

Data Security

Any computers or other devices holding personal data are password and malware protected. Emails no longer needed which contain personal data will be deleted, including from the deleted items box. Paper documents are kept and disposed of securely.

Disclosure

Please contact any member of our committee to:

- learn what data we hold about you and request a copy of the data
- have inaccurate data corrected
- ask for your data to be erased

The Data Controller is any member of the committee who holds peoples' personal data.