## **Walberswick Common Lands Charity**

Founded 1901 - Registered Charity No. 206095

## DIGITAL PRIVACY POLICY

The Charity intends to be clear and transparent with all its stakeholders and beneficiaries as to how it treats data entrusted to its care.

The data we hold is limited to names, postal addresses, telephone numbers and email addresses, along with details of any agreements between yourself and the Charity, past and present. This data is used solely for the purposes of the Charity's business. The Charity does not use a third party for either postal or email communications.

We have never, and will never, share your information with any other body without your consent.

We promise never to sell this data to a third party - or give it away. The information we hold is held securely on the Charity's computers.

If you wish under GDPR regulations, to request further information from us or to see a copy of the information we hold about you, please email <a href="mailto:clerkWCLC@gmail.com">clerkWCLC@gmail.com</a> We may need to verify and confirm your contact details before releasing such information.

You have the right to be forgotten. Please write to the same email address and on request, we will delete all data and references to you from our systems.

We do not allow anyone under the age of 16 to use our services directly and we do not knowingly collect data from anyone under that age.

Updated: September 2019