

Data Protection &

Ulva School Community Association (USCA)

This is an explanation of what data is held and processed, what the processing involves and how it is used.

What is held and processed?

There is a box file of membership forms which is held by the Secretary.

The only data which USCA holds and processes are two lists of email addresses.

How is it processed?

The email lists are used to update people on what USCA is, or will be, doing by sending them emails.

How has the data been obtained?

Individuals have submitted their email address to ensure they can be kept up to date on what USCA is doing or is planning to do.

Can people have their email removed from the list and how can it be done?

People can have their email address removed by either contacting the secretary of USCA or directly themselves by visiting the USCA website (<http://www.uscamull.org.uk/contact/contact.html>), entering their email and clicking on the unsubscribe button.

Is the data passed on to any other individuals or organisations?

USCA does not pass the data on to anyone else.

How is the data secured?

The email lists are stored on a password protected account.

Who has access to the password?

The secretary of USCA knows the password and it isn't shared with anyone else.

What is the lawful basis on which the data is collected and processed?

The initial data is collected on the basis of consent as an individual has to supply their email address themselves as a request to be kept informed. Once the email address has been supplied it can be removed by the individual at any time.

In keeping individuals informed via their email address USCA is doing only what the individual has requested. Therefore USCA has a legitimate interest in processing the data to ensure they meet the individual's request to be informed.

What is USCA's privacy policy?

When people provide their email addresses USCA will:

- Only use the addresses to keep people informed about USCA.
- Inform them they can remove their email at any time and will remind them of this and the process to do so from time to time.
- Protect the data provided from being accessed by third parties - as far as is possible and reasonable.
- Never pass on the data provided to any other individuals or organisations.

Who should I contact if I have any questions or comments about any aspect of the way USCA collects, stores and uses the data or about their privacy policy?

The person to contact is the USCA secretary at secretary@uscamull.org.uk. They will aim to respond within a week, although as USCA has no paid staff and only volunteers this can't be guaranteed.