

LCFC DSA – PRIVACY POLICY

This privacy policy sets out how LCFC DSA uses and protects any information that you give LCFC when you apply for membership.

LCFC DSA is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when sending in information, then you can be assured that it will only be used in accordance with this privacy statement.

LCFC DSA may change this policy from time to time by updating this page on our website. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1st May 2018.

What we collect

We may collect the following information:

- name and salutation
- contact information including email address, contact numbers
- demographic information such as address including postcode,
- relevant information relating to benefits received and/or information relating to disability

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to ascertain the needs of our members.
- We may periodically send promotional emails about new benefits, meetings, social events or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to organize events and provide services according to your interests and needs.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. Your data will not be shared with 3rd parties other than CredAbility and only for the purpose of issuing correct membership card detailing any help you may need with your disability.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

We will not sell, distribute or lease your personal information to third parties. We may use your personal information to send you promotional information about special offers applicable with your membership

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to general secretary LCFC DSA (32 High Street, Desford LE9 9JF) or email lfcdsa@gmail.com

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.