

## Security & Privacy Policy

Your privacy is important to us. Except as required by law, we will not share or publish your personal information with anyone other than ACE Committee Members, or in the case of Corn Exchange volunteers, employees of St Ives Corn Exchange to the extent it is necessary for them to carry out their official duties. We will only use your personal information to communicate with you and to manage your membership of the ACE – Friends of St Ives Corn Exchange and any volunteering in St Ives Corn Exchange.

The personally identifiable information that we may hold about you is limited to your:

- Name or joint names
- Address
- Telephone number
- Email address
- Date of joining ACE – Friends of St Ives Corn Exchange
- Date membership subscriptions paid
- Amount of subscription paid
- An indicator that the member has submitted a Gift Aid form

We do not store any financial details about you.

Your consent to use this information as described, remains in effect for the duration of your membership.

We ensure that there are appropriate technical controls in place to protect your personal details. With the exception of your name and email address used by our email system, none of your personal data is stored on any 3<sup>rd</sup> party computer system.

Emails to ACE members are sent from a private computer on an email system hosted in the UK and other places as may be necessary, and you consent to your information being stored in those systems. Only your name and email address are held in these systems for the sole purpose of communicating with you by email. No other personally identifiable information is stored there.

You have the right to see what information we keep about you and to request us to correct any inaccuracies. To make such a request, please contact the Secretary of ACE using the email address on the ACE page of the Corn Exchange website.

St Ives  
May 2018

