

# **Berwick Educational Association (BEA) Privacy Policy**

## **1. Purpose**

The purpose of this privacy statement is to provide you with details of how BEA will collect, store and use the personal data you supply to it, in order to comply with the principles of the [General Data Protection Regulation \(GDPR\)](#).

Personal data is information which relates to identifiable living individuals. We will act in accordance with the legislation and strive to meet current best practice with regard to the processing of personal data.

## **2. Collection of personal data**

BEA collects certain personal data on people who book for/attend its courses. This data may be comprised of your name, address, email address, telephone number and courses booked/attended. This information may be held on paper or electronically on trustee or volunteer home computers. All data held by BEA trustees or volunteers in electronic form is password protected. BEA will follow procedures to ensure that all trustees, lecturers and volunteers who have access to any personal data held by BEA are fully aware of their duties under the GDPR.

## **3. Use of personal data**

BEA will only use your data for the purposes for which it is provided or for purposes to which you have consented, for example confirming and managing course bookings and advising you of future courses. We do not allow third parties to use the data we collect for any other purpose.

## **4. Consent to hold your personal data**

With effect from April 15 2018, BEA will only hold your personal data

1. If you have given your express consent, or
2. You book one of our events online, or
3. You make a postal booking and supply your email address.

If you do not wish BEA to hold your personal data, please do not book online or otherwise supply us with your email address.

We record all bookings using Eventbrite, a ticketing and registration platform. We also use MailChimp, an email application, to create, manage and send emails and other information (such as BEA Newsletters) to BEA subscribers, i.e. those who purchase tickets for events, online or manually. So, BEA will hold your personal data on both systems.

By consenting to BEA holding your personal data you will also be consenting to your data being held by [Eventbrite](#) and [MailChimp](#). Both have their own privacy policies.

## **5. Access to, deletion and correction of your personal data**

We will supply you, on request, with a copy of the personal data we hold about you.

Should you discover any inaccuracies in your personal information, please notify us as soon as possible and we will then correct our records.

Should you wish us to delete your personal data please notify us as soon as possible.

**In all cases please contact us in one of the following ways, giving your name and address:**

- by email to [berwickea@gmail.com](mailto:berwickea@gmail.com)
- or write to us at BEA 7 Ravensdowne, Berwick-upon-Tweed TD15 1HX
- or telephone Cian McHugh on 01289 303254

## **6. Privacy Policy Review**

We keep our privacy policy under regular review and will place any updates on this webpage. This privacy policy was last updated on 19 March 2018.

## **7. Links to other websites**

Our website may, from time to time, contain links to and from the other websites. If you follow a link to any of these websites, please note that they have their own privacy policies and that we do not accept any responsibility or liability for them. Please check those policies before you submit any personal data to those websites.

## **8. Contact us**

Please contact us (as above) if you have any questions about our privacy policy.