

# Colne Engaine Dramatic Society (CEDS) Customer Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

Our contact details: [admin@ceds.org.uk](mailto:admin@ceds.org.uk)

## What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery**:

- Names and contact details

## Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Consent

## Where we get personal information from

- People directly

## How long we keep information

We take every reasonable step to ensure that your Personal Data are only retained for as long as necessary. A copy of our data retention schedule may be found [here](#).

## Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal data.
- **Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

- **Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### **How to complain**

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

**Last Updated:** 2 May 2024

**Next Review Date:** At the next Annual General Meeting (AGM)