



## **CLEVEDON ADULT STUDIES ASSOCIATION (CASA) – PRIVACY AND DATA PROTECTION POLICY**

### **Why do we need your data?**

We need to collect and store some of your details for the purpose of promoting and administering the courses run by CASA.

### **What data do we collect?**

If you contact CASA for information or to book a course, we will ask for your name, email address and telephone number.

If you attend a CASA course, we will also ask for your address. We will also invite you to give us information about anything which may affect your learning and/or your ability to pay our fee.

### **What do we use it for?**

The data is held solely within the legal basis of the 'legitimate interests' of CASA to enable it to run its programme of courses. Your name will be listed on the register for any course you attend, a copy of which is given to the Tutor. We will (with your consent) use your email or postal address to keep you informed of CASA activities and to process any course booking you make with us.

### **How do we keep it secure?**

Data is stored electronically within our email account, which is password protected and only accessible by the Chair, Secretary and Treasurer of CASA. Enrolment forms are kept securely by the Secretary.

### **Do we share the data with anyone else?**

- We will never give your data to third parties without your consent.
- We will not share your contact details with Tutors or with other course participants without asking you first.

### **Your rights**

You can ask to see, and if necessary, correct and amend any data held by CASA. If at any time you wish to end contact with us and ask us to remove your data from our files, we will do this.