



# **CLEVEDON ADULT STUDIES ASSOCIATION (CASA)**

## **PRIVACY NOTICE AND DATA PROTECTION POLICY**

*Effective from 20th July 2025*

This **Privacy Notice** sets out the basis on which any personal data we collect from you, or you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

### **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?**

When booking a course via Bookwhen:

- Name
- Email Address
- Phone Number

When booking a course via email or offline:

- Name
- Email Address
- Phone Number

We will also invite you to give us information about anything which may affect your learning and/or your ability to pay our fee.

CASA mailing list only (no booking):

- Name
- Email Address

### **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 on Gmail and our booking system on Bookwhen, which is password protected and only accessible by the Chair, Secretary and Treasurer of CASA. Physical paper 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.

**Sub-Processors**

Gmail

Bookwhen

**Your rights**

You have the right under Data Protection Law, free of charge to request:

- Access to your personal data.
- Rectification of your personal data.
- A restriction on the processing of your personal data.
- Object to the processing of your personal data.
- A transfer of your personal data (data portability) in a structured, machine readable and commonly used format.
- Withdraw your consent to us processing your personal data, at any time.

You can make a request in relation to any of the above rights by contacting us as set out at the end of this Privacy Notice. We will respond to such queries within 30 days and deal with requests we receive from you, in accordance with the provisions of Data Protection Law.