

Wymondham Players Data Protection Policy Document For Suppliers



Registered Charity No 266705

Wymondham Players is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you when you become a Supplier to Wymondham Players. Suppliers in this context means personal information we may collect when you provide products or services to Wymondham Players.

The personal information we collect from you

We collect basic personal details such as your name, address, company name, bank details, e-mail address, telephone number.

How we use information

We will use your information to invite you to provide services to Wymondham Players and to pay for your services. This use is in our 'Legitimate Interest' because we will need to contact you when we request your products or services. We will not share your information with other third parties without your consent.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

Banking

We use electronic banking. If you wish to be paid by BACS we will only hold your bank details for as long as necessary and any email with your details on will be deleted.

Your rights

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date. We will keep your information indefinitely after you remain an active Supplier to [name of society]. We keep your information because we or you may wish to resume your connection with our group. However, you can ask us to remove your personal information from our records at any time and we will do so.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

Wymondham Players Committee is the data controller in respect of this data. Bank details are held by the treasurer. For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

How to contact us

By Phone to the Secretary: Georgette Vale 01953 605434 or 07867 681839

By email: Secretary@WymondhamPlayers.org.uk

by post to: 26 Sycamore Avenue, Wymondham NORFOLK NR180HX