

## Our privacy policy

**Tackley Village Shop Limited (TVS)** keeps a record of personal contact information supplied by those listed in the next section, including names, personal email address(es), telephone number(s) and postal addresses. These are needed for the efficient running of the shop. We also collect CCTV images, which are kept for no longer than is necessary for crime prevention and public safety.

**How we use the information:** Any personal information you provide will be held securely by TVS (within the UK or on reputable ‘cloud’ services) in accordance with relevant legislation, currently the Data Protection Act 2018 and the General Data Protection Regulation. Such information will only be used for the following purposes and will not be disclosed to any third party, except to prevent fraud or if required by law.

Staff: contact in connection with your employment and your work in the shop

Management Committee members: contact in connection with the operation and management of the shop and with committee meetings

Volunteers: contact to keep you informed of, and request your availability for, the volunteer rota

Members: contacting you to invite you to the Annual General Meeting and any other members’ meetings, and in relation to any other aspects of shop membership

In each case contact will be by email, letter or telephone. We may also contact you to give you updates of shop information, policies and events.

**Your rights regarding your information:** You are entitled to see the information we hold on you (to do this, contact us on 01869 331807 or [tackleyvillageshop1@gmail.com](mailto:tackleyvillageshop1@gmail.com)), and to require us to correct any errors. Your information will be removed from our records as soon as is practicable after it ceases to be required for these purposes.

**Further information:** We do not use your information for profiling or any automated decision-making. If you wish to complain about our use of your information, you should contact any member of the management committee of TVS, via the shop. You also have the right to complain to the Information Commissioner’s Office ([ico.org.uk](http://ico.org.uk)).