With the new regulations coming in North Oxford Association want to clarify what data we keep about you, how it is stored and what we do with it.

First of all North Oxford Association has not and never will sell your data.

**Members:**

How it is stored

We keep your contact details and if you have declared you donation gift-aid

How it is stored

The physical form that you fill in is kept in secured storage on site at the NOA centre. The digital copy of this data is stored locally on a computer and back up drive at the NOA centre, both of these are encrypted.

What we use it for

The only thing we use your data for is sending you out your copy of the NOA news and reminding you when your membership is about to expire. If you have declared gift aid on your donation we will also share information with HMRC

**Volunteers**

What we keep

 Currently we only keep contact details, though we are soon hoping to add emergency contact details and some basic medical information.

 How it is stored

Data is stored in the NOA main office, in the information folder kept on the front desk (when there is someone there, kept in the office all other times) and with the volunteer coordinator. The NOA office and volunteer coordinator also hold digital copies of this data on secured machines.

What it is used for

We use your contact details to get in touch about unexpected closures or cancelation of shifts or to help other volunteers get in touch about finding cover for shifts they are unable to do

**Bookers**

What we keep

We keep the bare minimum amount of information need to invoice you for the event and be able to get in touch about any issues that may arise over you booking. We also keep bank details in order to return deposits made via BACS. These are deleted as soon as the transfer has been made.

How it is stored

All personal information submitted to us is kept on two cloud sources, Jotform and Xero on their secure servers. Any hard copies made or supplied to us are kept securely in the NOA office.

What we use it for

Personal information taken in the process of booking a room is only used to contact you regarding that booking, some details are kept on our invoicing system (Xero) to speed up the process should

you decide to book with us again, we do not use these details to make unsolicited contact or pass them on to any other organisations or individuals.

**NOA Couse Attendees**

<u>What we keep</u>

Just name and contact details

<u>How it is stored</u>

Original forms are stored securely in the NOA office and a copy is issued to your tutor with instructions to keep the data securely and suggestions on how to do this.

<u>What we use it for</u>

Keeping in touch regarding any cancelations or rearrangement of classes, Tutors may use this to get in contact about if you wish to continue for the next term.

**Other Course Attendees**

NOA does not keep any data on people attending courses that are not run by NOA and issues regarding personal data given to these groups will need to be taken up with the course leader.