

West Devon CVS Privacy Statement

Here at West Devon CVS we take your privacy seriously.

West Devon CVS is a partner in Devon Voluntary Action (DeVA). DeVA is the overall data controller for the information we hold about individuals involved with the voluntary and community sector in Devon.

We adhere to DeVA's privacy statement and will collect information about you when you use any of our services such as group/development support, volunteering or get involved with any of our events or meetings.

What information do we collect about you?

We will ask:

- Your name,
- The name and address of the organisation/group you are connected with if appropriate
- Your email address.
- Your telephone number

Occasionally we may also ask permission to take photos of a meeting/event

How will we use this information?

We will use this information so that we can

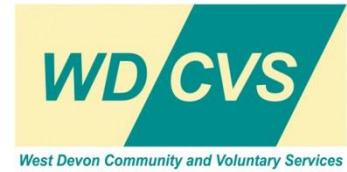
- record information about the work we do with you for monitoring purposes
- send you notes or information on meetings and events and invitations to subsequent meetings
- contact you about the service you have received from West Devon CVS and/or DeVA

We do not use this information to automatically send you newsletters or other general information unless you have given your consent.

How will we collect information?

We will collect information from you when you register or attend an event, training or meeting.

We will record your details on our monitoring form when you receive support from West Devon CVS staff.



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Details will be transferred to our secure database and retained for 3 years. Originals will be shredded.

Access to your information and correction

The accuracy of your information is important to us. If details such as your email address change, please let us know.

You can ask to see the information we hold about you at any time. You can ask to correct information if you think it is inaccurate.

You can ask for us to remove your information at any time.

Further information

For further details on how your data is used and stored – please contact us for a copy of our data protection policy.

Email: info@westdevoncv.org.uk; Telephone: 01837 53392

Address: The Ockment Centre, North Street, Okehampton, EX20 1AR