

Easy Read: Your Information and Privacy Policy (GDPR)

Llanelli Centre for the Deaf

What is GDPR?

- GDPR is a law that started in **May 2018**.
 - It helps **protect your personal information** (like your name, address, phone number).
 - It gives **you more control** over your data.
 - Llanelli Centre for the Deaf follows this law to **keep your information safe**.
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Our Promise to You

We promise to:

- Keep your information **safe and secure**
 - Use your information **only when needed**
 - **Only keep** what is necessary
 - Ask for your **permission** before contacting you
 - **Let you see or delete** your personal data if you ask
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What Information Do We Collect?

We may collect:

- Your name

- Contact details (phone, email, address)
 - Information from your **membership form**
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How Do We Store It?

- Your membership form is kept in **locked storage**
 - Only the **Data Protection Officer** can see it
 - We keep your form for **1 year**, then safely destroy it
 - Your **name only** may be kept in our **history books** to remember Deaf heritage
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Don't Want to Be in History Books?

- You can ask us to **remove your name**
 - This is called your **Right to Be Forgotten**
 - Just contact us — we will respect your request
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How Will We Contact You?

We will only contact you if you have said **yes** to:

- Text messages
- Emails
- Post
- Social media messages

We check this **once a year**

What We Check Every Year

We do an **Annual Information Check** to:

- See what personal data we have
- Check why we have it and who sees it
- Update anything that needs changing

Our Policies Include:

Data Protection

We follow clear rules to protect your data and respect your rights

Data Retention & Right to Be Forgotten

We delete your data when we no longer need it. You can ask us to delete it too.

Data Breaches

If there's a problem (like someone accessing your data), we will act quickly and inform you if needed.

Sharing Data

We will **never** share your personal data with anyone **unless you ask us to**, or give us permission.

Subject Access Request (SAR)

You can ask to **see the information** we hold about you.
We will reply **within 30 days**, for **free**.

Want to:

- See what data we hold about you?
- Ask to delete your data?
- Make a complaint?

Please contact:

Data Protection Officer: Kaz Jefferies

Or

Club Secretary: Angharad Rees



Policy History

- Policy first written: **1 August 2018**
 - Data Protection Officer appointed: **21 June 2018**
 - Last signed by: **Norman Moore**
 - Reviewed in: **2019, 2021, 2024 and 2025**
 - Signed in 2024 by: **W.P. Saunders**
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