

# Privacy Policy

#### PRIVACY AND COOKIE POLICY

Lohana Community North London referred as LCNL and its operating bodies are committed to protecting your privacy. Set out below is an explanation of how we use your personal information and how it is collected.

Last Updated: 9th April 2018

#### Who we are

LCNL is a community organization specifically setup to address the needs of the Lohana Community. It was formed in July 1976.

It organizes religious, educational, social and other events. It is a voluntary organization with no commercial interest.

LCNL has 5 operating bodies. These are specifically setup to cater for various ages and genders of our members.

- 1. Lohana Social Centre Senior Men
  - Addresses the needs of senior Lohana community members
- 2. Raghuvanshi Charitable Trust
  - o Manages RCT centre in Harrow
- 3. Lohana Social Centre Senior Ladies
  - Addresses the needs of senior ladies
- 4. LCNL Mahila Mandal
  - o Addresses the needs of ladies
- 5. Lohana Charitable Foundation (LCF)
  - Manages the Dhamecha Lohana Centre at South Harrow
- 6. Young Lohana Society (YLS)
  - o Addresses the needs of our youngsters between 18-35 years of age.

## How we use your personal information

This privacy notice is to let you know how LCNL and its operating bodies use your personal information.

At LCNL we take data protection seriously and we shall:



- Keep your data safe and private.
- Not to sell your data.
- Not to share your data with any other organization except LCNL operating bodies
- Continue to provide you with the facility to review and maintain your personal data.
- Provide you with the option to delete your personal data if requested

GDPR will come into effect on 25<sup>th</sup> May 2018. This notice sets out most of your rights under the new regulation. We'll regularly update this notice to keep it current.

# How the regulation protects you

Your privacy is protected by regulation. This section explains how that works.

Here are the details how we collect your personal information, and what we use your personal information for.

Data Source	How your personal information is collected	What we use your personal information for:
Membership Data	All life member's personal information provided at the time of the registration and any further updates notified to LCNL are held by LCNL.	<ul> <li>Send you bulletins such as News &amp; Event, AGM, Diwali Magazine</li> <li>Inform you of the religious, educational, social events organized</li> <li>Other information of interest to the community</li> </ul>
Bereavement Notification	Email id provided by you when you registered.	<ul> <li>Inform you via Email or other electronic media , the details of the bereavement shared with us by the bereaved family members</li> </ul>
Diwali Magazine Advertisers	Information when you advertised in the magazine	Write, email or phone call to request articles or advertisements for the magazine
Connexion	The information you provided when you registered and gave consent to receive and share such information	Details of connexions events and details of the potential candidates
Business Professional & Link	The information you provided when you registered	Details of the Business     Professional Events



# Who we share your personal information with

We do not share your information with any other organization except with LCNL operating bodies

## How long we keep your personal information

We will keep your personal information for as long as you are a member of LCNL or its operating bodies.

# How to get a copy of your personal information

You can access your personal information we hold by sending email to <a href="mailto:dpo@lcnl.org">dpo@lcnl.org</a> or writing to our membership secretary at the correspondence address listed below.

## Letting us know if your personal information is incorrect

You have the right to question any information we have about you that you think is wrong or incomplete. Please contact us if you want to do this.

If you do, we will take reasonable steps to check its accuracy and correct it.

# What if you want us to stop using your personal information?

You have the right to object to our use of your personal information, or to ask us to delete, remove, or stop using your personal information if there is no need for us to keep it. This is known as 'right to erasure', or the 'right to be forgotten'.

If you want us to stop using your personal information, you can email us at <a href="mailto:dpo@lcnl.org">dpo@lcnl.org</a> or write to our membership secretary. You will find our correspondence address listed below



## How to withdraw your consent

You can withdraw your consent at any time. Please contact us if you want to do so.

## How to complain

If you withdraw your consent, we will not be able to provide you the community services you are entitled to. Please let us know if you are unhappy with how we have used your personal information. You can contact us by sending email to dpo@lcnl.org

### Cookies

We do not explicitly use any cookies to collect your personal information. The only cookies we use is Google analytics and this is for monitoring usage the information we have sent to you.

#### How to contact us?

For any queries regarding your personal data, please email at <a href="mailto:dpo@lcnl.org">dpo@lcnl.org</a> or write our membership secretary at:

12 WHITE CRAIG CLOSE, PINNER, MIDDLESEX, HA5 4AQ

### **Changes to our Privacy policy**

Please note that this policy will be reviewed and may be changed from time to time. It is your responsibility to periodically review this notice. The Last Updated date will inform you when it was last changed.