

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) comes into effect on 25 May 2018. The Dunsfold Community Shop Association Limited, known also as the Dunsfold Village Shop, is committed to complying with its key principles as they affect customers, staff, volunteers, shareholders and suppliers.

This means that:

- We have a clear understanding of the data that we hold and will only hold data that is necessary and relevant to conduct our business.
- We treat the data that we hold with respect.
- We will seek consent that is clear, specific and explicit to hold data.
- We will hold data in a safe and secure manner. It will only be accessible by authorised individuals. Our security measures will be reviewed and updated regularly.
- We will not hold on to personal data for longer than is necessary.
- We will train our staff and volunteers to ensure they understand their responsibilities when handling personal data. We believe that responsible data handling is a basic principle of good business.
- We will not pass on information to third parties unless you, as the customer, have agreed to be contacted for a specific product or delivery by one of our suppliers.
- We will only be in touch where it is strictly relevant to our business.

If, at any time, you no longer wish to receive marketing information from us, then you can request us to erase your contact details by sending an email to dunsfoldvillageshop@gmail.com. We will carry out the instruction as a matter of priority.

This policy has been approved by the Management Committee, on behalf of the Dunsfold Community Shop Association Limited, on 24 May 2018