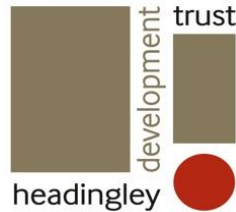


Privacy Notice

May 2018



Who we are

Headingley Development Trust (HDT) is a Registered Society under the Co-operatives and Community Benefit Societies Act 2014, no 29983R, and is a well-established, community-owned organisation with a large membership of over 1000 people. Since 2005 we have been undertaking enterprise-based initiatives, guided by a set of principles and core values, to promote and sustain a vibrant local community in Headingley, Leeds.

What sort of information do we keep and why ?

All Members: When people join HDT we ask for some basic information: name, address, email address, and telephone number.

We do this so that we can:

- carry out the proper business of the Society and meet our legal obligations
- let members know about HDT news and developments.

Investors: For Members who invest in Community Shares with us, we also keep a record of information necessary to manage their investments; this includes the amounts invested, amounts of interest earned (where this applies), and, where we are paying interest, may include Bank Account details of where the money is to be paid to.

We have carried out assessments on these uses and determined that they are covered by grounds of legitimate interest and legal obligation.

Where / how is it kept ?

We store the contact details on paper and secure electronic devices. We do not share or pass the information to anyone else, except where we are required to do so to meet our legal obligations (e.g. for audit or regulatory purposes). If we had any other request for information, we would ask for your express permission before releasing it.

You can ask for a copy of your information, for it to be corrected, or for it to be deleted altogether. If you ask for the latter this will require you to resign from the Society, but we may not agree to delete all your data as we may have a legitimate interest or a legal obligation to maintain a historical record of the membership of the Society.

What do we do with the information ?

We use it to communicate with members to carry out the proper business of the Society. This includes communications related to the governance of the Society, for example notices of AGMs and any other special meetings, and invitations to stand for election to the Board of Directors; and information about significant developments, or proposals that the Board may be considering and wish to consult members about. We prefer to communicate using email, but we will also send out key governance communications by post to those members for whom we do not have an email address. We also send out a regular newsletter by email to let members know about HDT news and developments, so that you can gain maximum benefit from your membership of HDT; members can unsubscribe from this at any time.

We use Mailchimp to deliver the newsletter, and may also use it to deliver business/governance communications. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve the newsletter. For more information about this, please see [Mail Chimp's privacy notice](#). You can unsubscribe to newsletters at any time by clicking the unsubscribe button at the bottom of every newsletter, but you cannot unsubscribe from other email communications without resigning your membership of the Society.

Statistics

When someone visits www.headingleydevelopmenttrust.org.uk we may sometimes use Google Analytics, to collect standard internet log information and details of visitor searches. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone.

We do not make any attempt to find out the identities of those visiting our website, and we do not allow Google to make any attempt either.

More information and Complaints

If you're not happy with how we have handled your personal data you should contact the Society Secretary, who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office <https://ico.org.uk>.

You can contact the Society Secretary at info@headingleydevelopmenttrust.org.uk.