



## Privacy Notice - CVSBEH Mailing Lists

### Who are we?

We are the CVS for Broxbourne & East Herts. Our address is the Nigel Copping Community Building, Sanville Gardens, Stanstead Abbots, SG12 8GA. You can contact us via post at the address above, via email at [admin@cvsbeh.org.uk](mailto:admin@cvsbeh.org.uk) or by telephone on 0300 123 1034.

Our appointed Data Protection Officer is Sarah Forbes. You can contact her about any enquires regarding our use of your personal data via post at the address above, via email at [sarah@cvsbeh.org.uk](mailto:sarah@cvsbeh.org.uk) or by telephone on 0300 123 1034.

### What personal data do we collect?

When you subscribe to one of our mailing lists, we ask you for your name, organisation and email address. We ask for your consent when you sign up.

### Why do we collect this information?

This information will be used to send you our regular emails. The emails you will receive will depend on the lists you sign up to. Please find further details about these lists below:

- E-Bulletin list – Our monthly E-Bulletin contains updates on local issues, funding opportunities, events and more.
- Training and Events list - Regular updates on upcoming local training and events.

We ask for your consent before we send you our emails when you sign up. We will only send you our emails for as long as you continue to consent.

### What do we do with your information?

Your information is stored in MailChimp will be transferred to MailChimp for processing in accordance with their [Privacy Policy](#) and [Terms](#). They are based in the USA and are signed up to the EU/US Privacy Shield. We have also signed their Data Processing Agreement.

We do not use the information that you provide us with to make automated decisions that might affect you.

### How long do we keep your information for?

We keep your information for as long as you continue to consent to receive our E-Bulletin. You can unsubscribe from a list at any time by clicking the unsubscribe button at the bottom of an email or by emailing [james@cvsbeh.org.uk](mailto:james@cvsbeh.org.uk) requesting to be removed from a list.

### Your rights over your information

By law, you are able to ask us what information we hold about you, and can ask us to correct it if it is inaccurate.

You are also able to ask us to erase it and for a copy of your information to be sent to you.

You can ask us to stop using your information, which you can do at any time by emailing, writing or telephoning us using the contact details above.

### Your right to complain

If you have a complaint about the way we use your information, you are able to contact the Information Commissioner's Office via their website ([www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)) or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF