

# The Somers Town Neighbourhood Forum Privacy Policy

The Somers Town Neighbourhood Forum ('STNF') is committed to protecting your personal information. Our Privacy Policy gives you detailed information on when and why we collect your personal information, how we use it and how we keep it secure.

## Who we are and what we do

The STNF is the organisation designated to come up with a neighbourhood plan for Somers Town, according to the provisions in the Localism Act 2012. Our website is [www.somerstownplan.info](http://www.somerstownplan.info). The Plan provides the first level of the Local Planning Framework for Somers Town.

## The personal data we hold and how we collect it

We collect personal data when a new member subscribes to the Forum. This may include the member's name, address, phone number and email address. If during membership a member tells us of any changes, we will hold the new details in place of the old ones.

We hold members' personal data for the following purposes:

- to inform members about campaigns and other activities, events and matters of interest; and
- to be able to check that our records are up to date.

We do not share information with other members (other than the Chair and Secretary), other charities or businesses, except that email addresses are processed by TinyLetter solely for the purposes described below.

## Access to your personal information

You can request to see, amend, or delete the personal data that we hold about you.

You can unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails, by emailing us at [infostplan@gmail.com](mailto:infostplan@gmail.com) or writing to us at Somers Town Neighbourhood Forum, The Living Centre, Ossulston Street, London NW1.

If you ask us to delete your personal data, we will not be able to provide you with the benefits of membership.

## How we protect your information

We take care to protect your information. All personal information stored by us is kept on servers in a secure environment. It is kept in a cloud based, password protected system to which only the Chair and Secretary have access.

**MailChimp.** We use a third-party provider, TinyLetter – a subsidiary of MailChimp, to deliver our group emails. For more information, please see their website: <https://mailchimp.com/legal/privacy/>.

## How long will we hold your personal information?

If you ask us to delete your details, we will remove you from the membership list and will not contact you in the future.

We keep records of the names and addresses of former members for historical purposes, unless you have asked us to delete those details.

## Data Protection Register

There is no requirement for STNF to be included in the ICO Data Protection Register.

## Changes to this Privacy Policy

We may update this Privacy Policy from time to time. The date of the most recent revisions will appear on our website [www.somerstownplan.info](http://www.somerstownplan.info).