

# Downe Lottery - Data Privacy Policy

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## 1. Introduction

The Downe Lottery committee (Downe Lottery committee – see [www.downe-kent.org.uk](http://www.downe-kent.org.uk) for details) needs to collect and use certain types of personal information about subscribers to the Downe Lottery for the purposes of the operation of said lottery. Personal information collected will be processed and stored in accordance with prevailing Data Protection legislation.

## 2. Data collected

The data stored and controlled by the Downe Lottery committee comprises contact details (name, address, e-mail address, bank account name, sort code and account number) for lottery subscribers. This is held on the Downe Lottery Standing Order instruction completed by subscribers and forwarded to the lottery co-ordinator.

The “lawful basis” for collecting this personal data is “consent”. Informed consent is when an individual clearly understands why their information is needed, who it will be shared with, and then gives their consent.

The Downe Lottery committee will ensure that the individual clearly understands that their information is held in order to receive communications from the Downe Lottery Committee and grants explicit consent for data to be processed (for the purposes of conducting lottery draws and notifying and paying winners).

## 3. Disclosure

The Downe Lottery committee will not share data with any other organisation.

## 4. Handling of data

The Downe Lottery committee regards the lawful treatment of personal information as very important to maintain the confidence of those with whom it deals. The Downe Lottery committee will adhere to the Principles of Data Protection, in accordance with prevailing Data Protection legislation.

The Downe Lottery committee will ensure that:

- It has a person with specific responsibility for ensuring compliance with Data Protection - the Downe Lottery co-ordinator (Data Controller)
- Everyone collecting or processing personal information understands that they are responsible for following good data protection practice
- Everyone processing personal information is appropriately trained to do so
- Anybody wanting to know what data is held for them can make a request and the Data Controller will provide such within one month
- Personal data is managed and accurate (see para 6)
- Collect and process personal data only for the purposes of operating the Downe Lottery
- Subscribers are informed that processing is being undertaken
- Subscribers have access to their personal information (see para 6)
- Personal information is held securely (see para 5)

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## 5. Data Security

Information and records relating to subscribers will be stored securely and will only be accessible to the Downe Lottery co-ordinator. Standing order forms (originally completed by lottery subscribers are held in two ways:

- In paper form - these are filed and locked away Lottery co-ordinator's address
- In electronic form - these are held as "PDFs" on the Downe Lottery laptop computer. This computer is used solely for the purposes of the Downe Lottery (and no other). The computer is protected by a userid and password known only to the Downe Lottery committee, and is stored at the Lottery co-ordinator's address.

Information will be stored for only as long as the subscriber wishes to continue to be part of the regular lottery draws, and will be deleted when an unsubscribe request is received.

In the event of a breach of data protection, this will be reported to any individuals affected and to the Information Commissioner's Office within 72 hours of the Downe Lottery committee becoming aware of the breach.

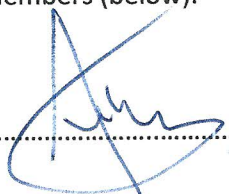
## 6. Data access and accuracy


All individuals have the right to access the information the Downe Lottery committee holds about them. The Downe Lottery committee will take reasonable steps ensure that information is kept up to date by asking subscribers from time to time whether there have been any changes and removing known inactive accounts.


## 7. Conclusion

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to prevailing Data Protection legislation.

In case of any queries or questions in relation to this policy please contact any of the Downe Lottery committee members (below).

Signed  ..... (Lottery co-ordinator) 15/5/18 (Date)  
TONY DIXON

Signed  ..... (Lottery promoter) 15/5/2018 (Date)  
MICHAEL BINSOLD

Signed  ..... (Lottery support) 16/5/2018 (Date)  
STEVE BARNES