**The National Congress of Gujarati OrganisationsUK - GDPR Compliance Letter**

**The National Congress of Gujarati Organisations UK (NCGOUK) complies with the of GDPR regulations from 17th September 2020. As a result, we are required to provide you with certain details concerning how your personal data will be used and protected. Here are the details of how we use and protect your personal data, as well as your rights in respect of it:**

**1. Names of data controller: - NCGOUK.**

**2. Contact details Mailing Address: - 19, Welbeck Court, Welbeck Avenue, Hayes, Middlesex, UB4 9EY.**

**3. Categories of personal data collected by NCGOUK: - From Member Organisation (MO) and Community Members. Name, Postal address, Email address, Mobile Number & Landline Number, Organisation Activities.**

**4. Sources of personal data: - As provided by MO & Community members.**

**5. Purposes of processing: - NCGOUK will process MO and Community members personal data for the purposes of keeping MO and community members informed of the community events and help.**

**6. Who we will disclose your personal data to: Only NCGOUK executive committee members, Advisory Council and Patron Council.**

**7. Legal basis for the collection and processing of MO and Community members data is necessary to fulfil the obligations of NCGOUK for communication of important event and help to MO and Community members.**

**8. Your right to withdraw consent: - You have the right to withdraw any consent you have given at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.**

**9. Location of your personal data: - All data is stored on personal PC of the secretary general – Mr. Sanjay Odedra. This PC is password protected and accessible to one person only.**

 **10. How long we will keep your personal data for:- We will normally keep your personal mailing data permanently.**

**11. Your rights in respect of your personal data:- You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.**

**12. Complaints: - If you have any concerns or complaints about how we are handling your data, please do not hesitate to get in touch by emailing us at** **info@ncgouk.org** **. If your concerns/complaints haven’t been addressed by the above, you could also report to ICO (Information Commissioner’s Office) www.ico.org.uk/concerns/**