



LEUVA PATIDAR SAMAJ (S.N.V.) UNITED KINGDOM Privacy Policy

INTRODUCTION

We understand that the privacy of all of our Trustees, Managing Committee, Peta (Regional) members and The Peta Members' (Regional) members, is important to them and that they care about how their personal data is used. In this Privacy Notice, we refer to them as "you" for convenience.

We respect and value your privacy and will only collect, hold, use, or share your personal data in ways that are described here, and in a way that is consistent with our obligations and your legal rights.

- 1. Information about us **Leuva Patidar Samaj (S.N.V.) United Kingdom** is a registered charity no. **296222****

Registered Charity address is 49 Prebend Gardens, London, W6 0XT.

Representative: Charity Secretary.

Email address: uksecretary@lpsamaj.co.uk

- 2. What this notice covers?**

This Privacy Notice explains the types of your personal data that we collect, how it is collected, how it is held, how we use it, and how it is processed. It also explains your rights under data protection legislation relating to your personal data. Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

- 3. What is "personal data"?**

Personal data is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers. The personal data that we collect, and use is set out in paragraph 5 below.

- 4. What are my rights?**

Under the data protection legislation, you have the following rights, which we will always work to uphold. You have the right to:

- a) be informed about how we process your personal data;
- b) access and be given a copy of the personal data we hold about you. (See paragraph 10 below about this);
- c) require us to correct any personal data that we hold about you if any of it is inaccurate or incomplete;
- d) be forgotten in certain circumstances you have a right to have your personal data erased from our records;
- e) restrict (i.e. prevent) the processing of your personal data;



- g) withdraw consent: if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time;
- h) not be subject to a decision based solely on automated processing (including profiling) which produces legal effects on you. We do not use your personal data in this way.

As to how to contact us for more information about our use of your personal data or exercising your rights as outlined above, see paragraph 11 below.

It is important that your personal data is kept accurate and up to date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

If you wish to make a complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office but please contact us first (see paragraph 11 below) so that we might try to resolve your concerns ourselves.

5. What personal data do you collect and how?

We may collect and hold some or all of the personal data set out below, using the methods set out there. We do not collect any special category sensitive personal data or personal data relating to children or data relating to criminal convictions and/or offences.

Data collected	How we collect the data
Trustees, Full name, Date of Birth, Occupation, address, phones numbers (home and Mobile)	Via email or Post
Managing Committee members (aka Trustees), Full name, Post Holder title, Date of Birth, Occupation, address, phones numbers (home and Mobile)	Via email or Post
Peta Delegates members and Peta Contacts (Regional members), Full name, Peta Post holder title, Gaam (Village in Gujarat), Occupation, address, phones numbers (home and Mobile)	Via email or Post
Peta Members’ members, Full name, Gaam (Village in Gujarat) address, Occupation, address, phones numbers (home and Mobile)	Supplied by Peta (Regional) members only for the purpose of a national directory.

6. How do you use my personal data?

Under UK data protection legislation, we must always have a lawful basis for using personal data. The following table describes how we [will] **OR** [may] use your personal data, and our lawful bases for doing so:

What we do	What data we use	Our lawful basis
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LEUVA PATIDAR SAMAJ (S.N.V.) United Kingdom

web: <http://www.lpsamaj.co.uk>
email: uksecretary@lpsamaj.co.uk

Hindu Patidars from the Districts of Surat, Navsari and Valsad (Gujarat)

Managing our relationship Trustee and Managing Committee with Peta (Regional) Members.	Names, email addresses, phone numbers, addresses.	In order to communicate and carry out LPSUK's work.
Signing you up as a Peta (Regional) member	Names, email addresses, phone numbers, addresses.	By paying your membership fees you have entered into a contractual relationship with LPSUK as set out by the charity's membership terms and conditions.
Communicating with you, including where you enquire about us and our work, activities, volunteering, events	Names, email addresses, phone numbers, addresses.	In order for us to carry out the work of LPSUK it is necessary for us to read and store our emails and any other form of messages so that we can respond in the way that you would expect.
Supplying you with information about our work	by email and/or post	where you have opted-in- to that. (You may opt-out at any time by writing to uksecretary@lpsamaj.co.uk)

Supplying you with information of Peta events.	Names, email addresses, phone numbers, addresses.	Consent that you give permission to be on our Peta Members Register or Trustee and Managing team
Receiving a donation from you and claiming Gift Aid on your donations if applicable.	Names, email addresses, phone numbers, addresses.	This is necessary for us to fulfil your intention of donation money and your expectation of a confirmation receipt.
Manage our events	Names, email addresses, phone numbers, addresses.	In order to manage the objectives of the charity.

With your permission and/or where permitted by law, we may use your personal data for marketing purposes, which may include contacting you by email and/or by telephone and/or by text message and/or by post with newsletters, fundraising appeals, Peta events, or other information or with information about our products or services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the UK data protection legislation and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

We will not share your personal data with third parties for marketing purposes.

Registered Charity No. 296222. Address: 49 Prebend Gardens, London W6 0XT



We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in paragraph 11 below.

If we need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of the data protection legislation and your legal rights.

7. How long will you keep my personal data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

Type of data	How long we keep it
For Trustees, Managing Committee Identity Information including Full Name, Date of Birth, Occupation, Address, Email, Phone numbers	During the time in post and two years after resignation (incase we need to contact you regarding your time in post)
Peta Delegates members and Peta Contacts (Regional members), Full name, Peta Post holder title, Gaam (Village in Gujarat), Occupation, address, phones numbers (home and Mobile)	During the time in post and two years after resignation (incase we need to contact you regarding your time in post). It is the Peta (Regional) Contacts duty to inform LPSUK of the change of Delegates and Peta Contacts.
Peta (Regional) members Financial data ie card details, bank accounts details for membership subscription.	Data will be held until Peta (Regional) member specifically notifies LPSUK in writing to say they no longer wish to be a LPSUK member and for LPSUK to delete any payment method details held for them.

8. How and where do you store or transfer my personal data?

We will only store or transfer your personal data within the UK. This means that it will Please contact us using the details below in paragraph 11 below for further information about the particular data protection mechanism used by us when transferring your personal data to a country outside the UK.

- The security of your personal data is essential to us, and to protect your data, we take a number of important measures, including the following:



- limiting access to your personal data to those employees, volunteers, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality;
- procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner’s Office where we are legally required to do so;
- By reporting breaches to all necessary regulators and authorities and where applicable taking legal advice and appointing legal bodies to represent the charity.

9. Do you share my personal data?

We will not share any of your personal data with any third parties for any purposes, subject to the following exception.

If we merge any or all of our organisation or assets, your personal data may be transferred to new charity that is formed as a UK charity for Leuva Partidar Samaj. Any such new owner of our charity may continue to use your personal data in the same way(s) that we have used it as specified in this Privacy Notice.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

We may sometimes contract with the following third parties to supply.

Recipient	Activity carried out	Sector	Location
For the purpose of a National Directory print company.	Production of a National Directory	Print companies	UK based Companies only.

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party’s obligations under the law, as described above in paragraph 8. We will also ensure that the task of deletion is completed by third parties in a timely manner and once the Managing team are satisfied of project being completed.

How can I access my personal data?

If you want to know what personal data, we hold about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a subject access request (“SAR”).

All SARS should be made in writing and sent to uksecretary@lpsamaj.co.uk or postal address shown in paragraph 11. To make it easier for us to respond to your request as quickly as possible, you may (but do not have to) use the SAR Form in the attached Schedule a copy of which is available on request.



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email: uksecretary@lpsamaj.co.uk

Hindu Patidars from the Districts of Surat, Navsari and Valsad (Gujarat)

There is not normally any charge for a SAR. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your SAR within no less more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

How do I contact you?

To contact us about anything to do with your personal data and data protection,

Email address: uksecretary@lpsamaj.co.uk

Postal Address: The Charity registered address.

Changes to this Privacy Notice. We may change this Privacy Notice from time to time. We will let you know of any changes by email.



Subject Access Request Form Notes

Important Information

Leuva Patidar Samaj (S.N.V.) United Kingdom collects, holds, and processes certain personal data about its volunteers including Trustees and Managing Committee as well as those representing Peta (Regional) members ("data subjects"). As a data subject, you have a legal right, under data protection legislation to find out about our use of your personal data as follows:

Confirmation that your personal data is being processed by us;
Access to your personal data;
How we use your personal data and why;
Details of any sharing or transfers of your personal data;
How long we hold your personal data;
Details of your rights under the data protection legislation including, but not limited to, your rights to withdraw your consent to our use of your personal data at any time and/or to object to our processing of it.

No fee is payable under normal circumstances. We reserve the right to charge a reasonable fee for subject access requests ("SARs") that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that we will incur in order to respond.

Please complete the required information overleaf and return it to us by email uksecretary@lpsamaj.co.uk and/or by post to the registered charity addressed to: The Secretary.

You do not have to use this SAR form and may instead write to us using the same contact details.

After receiving your SAR, we may contact you to request additional supporting information and/or proof of your identity. This helps us to safeguard your privacy and personal data.

We will respond to all SARs within one month of receipt and will aim to provide all required information to you within the same period. If we require more information from you, or if your request is unusually complicated, we may require more time and will inform you accordingly.

If you are making a SAR on someone else's behalf, please make a request to The Secretary by email to uksecretary@lpsamaj.co.uk before making your request.



**Leuva Patidar Samaj (S.N.V.) United Kingdom
Subject Access Request Form**

Your Details

Title:	
Forename(s):	
Surname:	
Address:	
Telephone Number:	
Email Address:	

Information Being Requested

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal data and to confirm your identity.

By completing this form, you are making a subject access request under data protection legislation for personal data collected, processed, and held about you by us that you are entitled to receive.

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Declaration

By signing below, you confirm that you are the data subject named in this Subject Access Request Form. You warrant that you are the individual named and will fully indemnify Leuva Patidar Samaj (S.N.V.) United Kingdom for all losses and expenses incurred if you are not. We cannot accept subject access requests in respect of your personal data from anyone else, including members of your family.

Name:	
Signature:	
Date:	

The "data protection legislation referred to" in this Notice is the General Data Protection Regulation (EU Regulation 2016/679) and the Data Protection Act 20