



Leicester Vaughan College Community Benefit Society  
C/o Leicester Adult Education College, 54 Belvoir Street, Leicester LE1 6QL  
FCA Registration No. 7622  
[www.vaughan.coop](http://www.vaughan.coop); [contact@vaughan.coop](mailto:contact@vaughan.coop)

## Leicester Vaughan College Community Benefit Society: Privacy Notice for Members

This document sets out details regarding the collection and storage of data in relation to Leicester Vaughan College Community Benefit Society members.

### 1. Information we collect about members

As a community benefit society we are a membership organisation and are legally obliged to hold the following personal information about you, our members.

- Your name
- Your address
- The date you joined the society
- The value of your share (£1)
- The date you have left the society
- We ask you to confirm that you are over 16 as only those over 16 are legally permitted to be members

We also are permitted to ask you for your email address and phone number so that we can communicate information about the Society with you. This information relates mainly to the business of the AGM and the election of Directors. We also have a Members' Newsletter which provides more general information about the Society and which is sent out to you 3-4 times per year.

### 2. The source of our information about members

This information is provided by you on joining the Society on your membership form. By providing this information, you are considered to have given us consent to store this data.

### 3. How this information is recorded and stored

This information is recorded in our membership book by the Membership Secretary. The book is kept in a locked cabinet along with the original member application forms which are retained in case of transcription errors. You can request that the latter be destroyed.

Members' details are also kept in a password-protected file and stored securely online in the 'Cloud'. This is also our email distribution list and we use this to distribute messages to you. As the distribution list is a duplicate copy it does not include information about shares or property held in the Society by members. Currently the only shares we hold are the £1 you pay on becoming a member.

### 4. Who sees this information?

Members are approved by the Board of Directors once they have been recorded in the membership book. According to the 2014 Co-operative and Community Benefit Society Act a member of the Financial Conduct Authority can ask to see the membership book or the duplicate list if they produce evidence that they been authorised to do so.

We will not share your information with any other organisations or educational institutions.

### 5. How long do we keep this information?

We keep this information during the period that you are a member of the society. You may withdraw your membership from the Society at any time you wish. To do this you need to email the Membership Secretary via [contact@vaughan.coop](mailto:contact@vaughan.coop) or write to our registered address. When you leave the Society, your name will still appear in the membership book with a record of the date when you left.

### 6. Communications and 'opt ins'

We ask you to opt in to permitting us to use your email address for communications in relation to Community Benefit Society matters. You do not have to agree to this, though we are grateful when you do. If you don't agree we won't send you any information via email: Information in relation to the AGM will be posted to you instead.

We also ask if you want to hear about our courses; again this is something you 'opt in' and we will not send you course information if you do not tick the box. You can change your mind about this but you will need to let us know.

This document is also available on the Community Benefit Society section of the Leicester Vaughan College Website at [www.vaughan.coop](http://www.vaughan.coop).  
If you have any questions or concerns please get in touch with us: [contact@vaughan.coop](mailto:contact@vaughan.coop)

### 7. Document history:

17 May 2018 – draft 1 Lucy Faire