



Lohana Community North London (LCNL)

GDPR & Privacy Policy

Registered Address: Dhamecha Lohana Centre, Brember Road, Harrow, HA2 8AX

Contact Email: info@lcnl.org

Plain English Summary

At the Lohana Community of North London (LCNL), we respect and protect your personal information. We only collect details that are genuinely needed to manage your membership, run events, and keep our community informed.

We collect your contact and household information, and where applicable, information about your children who take part in youth activities. We use this data only to manage membership, organise events, communicate with you, and meet our legal duties as a registered charity.

Your information is stored securely in an encrypted database with strict access controls, managed by our Data Protection Officers (DPOs). We never sell your data or share it with anyone outside LCNL unless required by law or to deliver essential services.

We normally keep information for up to three years after your membership ends. You have the right to ask to see, correct, or delete your data at any time by contacting info@lcnl.org.

We also use cookies and analytics on our website to help us understand how visitors use it and to improve our services.

Full details are set out below.

Full Legal Policy

1. Purpose and Scope

This policy explains how LCNL collects, uses, stores, and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

It applies to all members, volunteers, committee members, event participants, donors, and visitors to LCNL websites or events.

2. Data Controller

The Data Controller is the **Lohana Community of North London (LCNL)**, Registered Charity No. 1161788, located at Dhamecha Lohana Centre, Brember Road, Harrow, HA2 8AX.

LCNL has appointed **Mr Ashok Dattani**, **Mr Dilip Manek** and **Mr Amit Chandarana** as joint **Data Protection Officers (DPOs)**.

They can be contacted at info@lcnl.org for all data protection matters.

3. Types of Personal Data Collected

LCNL may collect and process the following information:

- Member and household information (name, address, telephone, email, gender, date of birth)
- Event and activity registration details
- Financial data (limited to payment and Gift Aid records, never full card data)
- Committee and volunteer details
- Photographs and videos taken at LCNL events
- Youth participant data, including parent or guardian contact information



- Technical data from website analytics and cookies (browser type, IP address, pages visited)

4. How Data is Collected

Data is obtained through:

- Membership and renewal forms (online or paper)
- Event registration and ticketing forms
- Emails, phone calls, or online contact forms
- Volunteer or committee participation
- Photographs or videos taken at LCNL events with consent

5. Lawful Bases for Processing

LCNL processes personal data under the following legal bases:

- **Contractual necessity:** to manage membership and provide services
- **Legitimate interests:** to run community activities and communications
- **Legal obligations:** to meet statutory requirements such as Gift Aid or accounting
- **Consent:** for optional uses, such as newsletters or event photography

Consent may be withdrawn at any time by contacting info@lcnl.org.

6. Use of Personal Data

LCNL uses data to:

- Administer membership and renewals
- Manage community events, communications, and announcements
- Maintain financial, donation, and governance records
- Send newsletters and updates
- Support community welfare, including youth and elder activities
- Comply with legal and regulatory obligations

7. Children's Data

LCNL collects limited data for minors participating in youth activities.

All information is handled with parental or guardian consent and protected with enhanced confidentiality and restricted access.

8. Data Security

All personal data is stored in a secure, encrypted database on UK-based servers.

Access is role-based and managed by LCNL's DPOs.

Technical and organisational measures are in place to prevent unauthorised access, alteration, or disclosure.

9. Data Sharing

LCNL does not sell or trade personal information.

Data may only be shared with:

- Trusted service providers (e.g., email or event systems) under confidentiality agreements
- Regulators or authorities where legally required (e.g., HMRC, Charity Commission)

10. Data Retention



Personal data is kept only as long as necessary for the purposes described above or to meet legal obligations.

Membership data is normally retained for **up to three years** after membership ends unless law requires longer retention.

11. Your Rights

Under the UK GDPR, you have the right to:

- Be informed about how your data is used
- Access a copy of your personal data
- Correct any inaccuracies
- Request deletion of your data (“right to be forgotten”)
- Restrict or object to processing
- Request data portability (where applicable)
- Lodge a complaint with the **Information Commissioner’s Office (ICO)** at www.ico.org.uk

Requests can be sent to info@lcnl.org. LCNL will respond within one month.

12. Cookies and Website Analytics

LCNL’s website uses cookies and analytics to improve functionality and measure performance. Cookies are small text files stored on your device. You can manage or disable them through your browser.

Analytics data is anonymised and used for internal improvement only.

By using the LCNL website, you consent to the use of cookies as described in this policy.

13. Photographs and Media

Photographs and videos taken at LCNL events may be used for publicity on LCNL’s website, newsletters, and social media.

Anyone who prefers not to be photographed should inform the event organiser or contact info@lcnl.org.

14. Data Breach Procedure

In the event of a personal data breach, LCNL will assess the risk, report serious breaches to the ICO within 72 hours if required, and inform affected individuals as soon as possible.

15. Policy Review

This policy will be reviewed annually by the LCNL Executive Committee and Data Protection Officers, or sooner if laws or organisational practices change.

The latest version is available at www.lcnl.org/privacy.
