

## Wandsworth Society Privacy Notice

This notice sets out how the Wandsworth Society uses and protects personal information. When changes are made to this statement we will publish the updated version on our website

### Type of Data

The Wandsworth Society collects personal details given to us directly by our members as part of their membership record. We only collect the information we need such as:-

Identity – name and title

Contact details - address, email and telephone number

Financial information – bank details and whether gift aid applies

Transactional information – membership type and purchase of tickets for society events

We do not collect any special categories of personal data.

### How we use it

We use these details to set up a membership, process payment or book a place at society event. We also use these details to contact members regarding any matters concerning their membership, and to notify them about society activities, news and events. Our members receive both hard copy and email communication from us.

New members can choose their communication preferences when they join the society and can update them at any time afterwards by contacting the Membership Secretary [membership@wandsworthsociety.org.uk](mailto:membership@wandsworthsociety.org.uk) or by unsubscribing from emails.

Our normal legal bases for processing personal information relating to our members are to perform a contract and/or legitimate interest. We consider that we have a genuine and legitimate interest to process members' data, so that the society can run effectively and efficiently. We believe our members would

reasonably expect us to process the data in this way to facilitate their membership. As we only collect and use minimal information for the limited purposes listed here we do not consider that members own interests override ours.

Non-members may also request information about the society. Our normal basis for processing any information relating to individuals who are not members of the society is consent.

### Security

We are committed to ensuring information is secure and have put in place suitable physical, electronic and administrative procedures to safeguard it.

### Third parties

We do not share any membership details with any third parties other than the authorities for processing gift aid or where there is a legal requirement to do so.

### Retention

We do not retain records for any longer than is necessary for the purposes of club administration. After that we will only retain the information that is legally necessary for example to provide back up for a gift aid claim.

### Your rights

You have the right to request an electronic copy of the personal information we hold about you. You also have the right to ask us to correct any inaccurate personal information, to delete personal information, or otherwise restrict our processing, or to object to processing or communications.

If you have questions about how your personal information is used, please contact us - [membership@wandsworthsociety.org.uk](mailto:membership@wandsworthsociety.org.uk)