

THE FRIENDS OF WOLFALL - OUR PRIVACY POLICY

The Friends of Wolfhall is committed to protecting and respecting your privacy. This Privacy Policy sets out the way we process your personal information and we've created this document to make sure you are aware of how we use your data. We will refer you to this page should we ask you for your consent and we'll keep this page updated so that you can be confident when sharing your information with us that it will be only used for what we describe here.

HOW WE COLLECT YOUR INFORMATION

We collect your personal information in the following way:

- Directly from you, when you complete an application form for membership, when you make email enquiries, or when you interact with us during your time as a member in various other ways (for example, where you attend an event organised by us).

THE TYPES OF INFORMATION WE COLLECT

We may collect the following types of personal data about you (and your family members, where relevant):

- Communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of emails, communications and interactions we have had with you.

We may also collect limited data concerning medical conditions, only where you have volunteered this, for example so that we can cater for you when you attend a **Friends of Wolfhall** event.

HOW WE USE PERSONAL INFORMATION

Personal information provided to us will be used for the purposes outlined at the time of collection or application in accordance with the preferences you expressed.

Personal data collected and processed by us may be used for the following purposes:

- Administration of membership(s).
- Statistical analysis.
- Communication about our work, membership, and other activities that we think may be of interest to you.
- Administration of donations and legacies.

Where this is necessary for our legitimate interests (meaning our interests in growing the work of **The Friends of Wolfhall** and supporting all our members).

- Tailoring our messages to our potential and existing supporters to ensure all marketing communications you receive from us are relevant.

Where this is necessary for our legitimate interests, and where we send marketing communications by electronic means, where we have your consent.

YOUR MARKETING PREFERENCES

The Friends of Wolfhall will always act upon your wishes in respect of what type of communications you want to receive and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences. These are what we would describe as essential communications to fulfil our contractual obligations to you as a member of **The Friends of Wolfhall**.

Examples of this type of communication would be:

- Transaction notifications, such as payment receipts and confirmations.
- Membership related mailings such as your renewal reminder, our Quarterly Newsletters and event notices.

You are always in control of how we communicate with you. You can update your choices and/or your contact details by contacting us. Both our email address and postal address are at the end of this document.

SHARING YOUR INFORMATION WITH OTHERS

We do not sell or share your personal information for other organisations to use.

HOW LONG YOUR INFORMATION IS KEPT

We hold your information only as long as necessary for each purpose we use it. For membership data, this means we retain it for so long as you have a valid **Friends of Wolfhall** subscription and for a period of six years after your last interaction with us (for record-keeping purposes).

YOUR RIGHTS

You have the right to ask us, in writing, for a copy of all the personal data held about you (this is known as a 'subject access request'). A copy will be sent to you as soon as possible and this will be no later than one month after your request.

If you would like to access your personal data held by us, please apply in writing. Our postal address is at the end of this document.

Under the Data Protection Act 2018, you also have the following rights:

- To require us not to send you marketing communications.
- To require that we cease processing your personal data if the processing is causing you damage or distress.

Now that the General Data Protection Regulation has taken effect (25 May 2018), you will also have the following additional rights:

- To require us to correct the personal data we hold about you if it is inaccurate.
- To request that we erase your personal data.

- To request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal).
- To receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller.
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply: for example, if we can show our processing is necessary for a lawful purpose set out in this Privacy Policy.

UPDATING AND AMENDING YOUR PERSONAL INFORMATION

We will always try to keep your data as up-to-date as possible. If, at any time, you want to update or amend your personal data or marketing preferences then you can do so by contacting us. Both our email address and postal address are at the end of this document.

The verification, updating or amendment of personal data will take place within 28 days of receipt of your request.

CHANGES TO OUR PRIVACY POLICY

We will update this privacy policy from time-to-time to make sure that it stays up-to-date with how we use your personal data and to meet any new legal requirements. The current version will be posted on our website at www.realwolfhall.com

CONTACT AND COMPLAINTS

If you are not satisfied with how we are processing your personal information, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at <https://ico.org.uk/>

If you have any queries about this Privacy Policy or how we process your personal information, or if you wish to exercise any of your rights under applicable law, you may contact **The Friends of Wolfhall** by email at friendsofwolfhall@gmail.com or by post:

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