

RESIDENTS' ASSOCIATION OF WEST WIMBLEDON ("RAWW")

Privacy Statement

RAWW treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest in becoming a member of RAWW you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.
- Age range (optional)

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initial membership application. The information will be collected via membership forms or emails.

RAWW has a legitimate interest in retaining your personal information so that we can communicate with you about the work of RAWW and matters that may be of interest to residents of West Wimbledon.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To communicate with you about RAWW's work and activities
- To communicate information to you relating to West Wimbledon and adjacent areas which may be of interest to residents.
- To communicate with you about your membership renewal

We'll send you messages by email, other digital methods, telephone and post to advise you of RAWW's activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally - to committee members who may need to communicate with you, to our Treasurer and to volunteer road representatives who need to deliver material to your dwelling.
- Externally – to MailChimp, an online email marketing platform, based in the USA. MailChimp is compliant with the EU-US Privacy Shield programme and RAWW has entered into a data processing agreement with that organisation.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of RAWW, other than as set out above, we will seek your permission and inform you as to who the information will be shared with and for what purpose.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to retain your information so that we can keep you informed about RAWW's activities and matters that may be of interest to residents of West Wimbledon. In most instances information about your membership will not be stored for longer than 12 months after you cease to be a member.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED?

To ensure the information we hold is accurate and up to date, members need to inform RAWW of any changes to their personal information. You can do this by contacting the membership secretary at any time:

membership@raww.org.uk

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that RAWW holds on you, you can make this request by contacting the membership secretary – as detailed above. We will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

RIGHTS

Current legislation provides the following rights for individuals in relation to their personal data:

- The right to be informed
- The right to rectification
- The right to restrict processing
- The right to object
- The right of access
- The right to erasure
- The right to data portability
- Rights in relation to automated decision making and profiling

Further information on what these rights mean for you can be found on the Information Commissioner's website: <https://ico.org.uk>

AVAILABILITY AND CHANGES TO THIS POLICY

This policy, which is available on the RAWW website – www.raww.org.uk, may change from time to time. However, if we make any material changes we will make members aware of this via email.

CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact our Treasurer at treasurer@raww.org.uk

COMPLAINTS

If you consider it necessary to make a complaint about our privacy and data protection arrangements you should contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF – telephone 0303 123 1113.

Policy review date: May 2019