

DATA PRIVACY NOTICE - WEBSITE

Introduction

From 25 May 2018 a new General Data Protection Regulation (GDPR) enters into force and replace the current Data Protection Directive and the UK Data Protection Act. The University Women's Club (Club) is committed to a policy of protecting the rights and privacy of members. We acknowledge the importance of keeping members' and employees' Personal data safe and secure at all times. All data protection queries should be made to the data controller:

University Women's Club FAO Chairman
2 Audley Square, Mayfair, London W1K 1DB
020 7499 2268
chairman@uwc-london.com

Purpose of Personal Data Processing

For the UWC to fulfil our contractual obligations as detailed in *Club Rules*, the *Joining Letter* and the *Member Application*, the UWC requires its members to provide their contact details when they join the Club. The following Personal data is held in our Membership Database and on your original application to allow us to take payment, share Club events and fulfil all of the activities as specified in the Club Rules:

- Name
- Address
- Date of Birth
- Date of Joining the Club
- Category of Membership
- Telephone Number(s)
- Email address
- Emergency Contact details (next of kin)
- Membership Number (this is unique and known only to the member, authorised staff and committee members).
- Direct Debit details
- Special interests and hobbies
- Family connections with the Club including where you first heard about the Club
- Club events and activities you are interested in to assist us with planning future events
- Education and qualification information to allow us to assess if you qualify for Memberships
- Current occupation and profession to allow us to assess if you qualify for Memberships

Personal email addresses will not be made available for the public to view. Committee members can be contacted by members and non-members via the main Club email addresses.

Access to Your Personal Data

Access to your personal information is restricted to General Committee Members on a need to know basis. This may include the Chairman, Honorary Secretary and Honorary Treasurer. Access will also be given to the Membership Secretary, Operations Manager (when acting as Duty Manager) and Duty Receptionist in order to allow them to fulfil their duties in the day-to-day operation of the Club.

The General Committee or the Membership Secretary may use our data to undertake profiling to understand membership trends and event attendance in the day-to-day running (or interests of the Club). Examples of the profiling might be producing summaries of the quantities or percentages of members per age grouping, town vs country, industry etc in order to design future events for the Members. Any profiling

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like this will be undertaken in such a way that you will not be identifiable. The UWC does not undertake any automated decision making or profiling.

Personal Data Transfer

Your personal data will be held in a secured online database that sits on the UWC server in London, backed up in the UK and backed up regularly by our outsourced IT service provider. The Club does not transfer personal data outside the EU.

Additional Uses of Members' Personal Data

During the Membership joining process, Members are asked for explicit consent for the below activities. Consent is revocable at any time and if Members choose not to consent to certain aspects of data sharing, they will not be treated any differently. UWC will not use your personal data for any direct marketing purposes. Certain activities, whilst not required for the UWC to perform its contractual duties, do represent its legitimate interest, e.g. storing personal data in the Club's archive for historical purposes.

All members will be contacted (anonymously via a bcc email from the Events Manager or other Staff members) concerning Member's events, with periodic Club communications and information.

In order to make sure that the UWC Members' data is protected and all Members' interests are protected, consent is gathered for the below processing activities:

- Sharing personal data with other UWC Members
- Having your picture taken at future UWC events and used for social media outlets

Access to Personal Data

Members must request in writing or email in order to authorise changes to Personal Data. The Committee will maintain and review the list of those Committee or Staff Members who have permission to:

1. View, modify or download the information necessary to their function
2. Send block emails to all members
3. Modify the website

Lapsed Member Data & Retention Period

On leaving the Club, a member's data will be retained for no longer than 5 years following cancelling membership, in line with HMRC requirements.

Your Rights

- The right to accurate data, should any of your data change, please make sure to contact the Membership Secretary should any of your personal data change or be inaccurate
- The right to lodge a complaint with the supervisory authority, the Information Commissioner's Office on 0303 123 1113 or visit <http://ico.org.uk/concerns>
- The right to be forgotten, if you are no longer a Member of the UWC, provided the retention period has expired
- The right to know what personal data the UWC holds in its systems

Book Club Leader and Young Members' Representative

The Book Club Leader and Young Members Representative both have a copy of the register of members in those groups. This register is required to contact members of the group about meetings. It contains name, telephone number and email address for each group member.