

PRIVACY STATEMENT

Who we are. Wellow Literary Institute is a registered charity (no.281966) run by an elected Management Committee and Trustees. The Management Committee is the Data Controller and practises compliance with the General Data Protection Regulations (GDPR).

The Data collected is personal data of members, supporters and hirers who have given consent for storage and use of name, address, email address, telephone numbers. This data and consent will be collected by email, letter or membership or hiring form.

The legal basis for processing personal data. Individual consent must be given. In order to receive other information, such as newsletters and event notices, members are now requested to conform to GDPR by giving the same individual consent as non-members so that they may receive such information.

Declarations of Security of Data and No Transfer of Data. Your personal data will be retained on a secure system and will not be given to other organisations.

The Data will be used to give you information about the charity, especially relating to the charity's activities and events, fund raising, membership renewal, updates on the premises, Notice of General and Annual Meetings, and to send you surveys or questionnaires relevant to the charity.

Your rights relating to personal data held.

- Members have the right to withdraw consent for personal data to be stored and used for communications either by writing to or emailing the charity.
- Non-members have the right to withdraw consent for personal data to be stored and used for communications either by writing to or emailing the charity.
- You have the right to ask us what data we hold about you by writing or emailing your request.
- You have the right to complain to the Information Commissioner's Office if you have a problem with the way we handle your data. (www.ico.org.uk).

Retention of Data. We will delete your data from our records if you withdraw your consent and only retain any that we are legally required to retain. Our records will be regularly reviewed.

Information held will NOT be shared with any third party. It is solely for the Wellow Literary Institute's use.