



**SI Lichfield and District**

**DATA PROTECTION**

**PRIVACY NOTICE**

*For the purpose of this document, references to Soroptimist International Great Britain and Ireland (SIGBI) Limited and Soroptimist International may be written as "SIGBI" and "SI" only.*

## Soroptimist International Lichfield and District Privacy Notice

### How SI Lichfield and District (“we/us”) use your information.

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

### Why are we collecting your data?

We collect personal data to fulfil our role as a membership organisation, to monitor and assess the quality of our services, to fulfil our purposes and to comply with the law regarding data sharing. In legal terms this is called ‘legitimate interests’. Other than in connection with a membership organisation, if we need to process your data for any other reason we will ask you for your consent. We do not share your information with others except as described in this notice.

### The categories of information that we may collect, hold and share include:

- Personal information (such as name, date of birth, address, telephone number and email address).
- Characteristics (such as gender, ethnicity, language, nationality, country of birth).

### Storing your data

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. We will contact you annually to check that the information we are holding is accurate and that you agree to us holding it.

### Who do we share your information with?

Your name, address, contact telephone number and email address will be included in our Club Directory and circulated to other members of SI Lichfield and District. If you consent to your details being shared in this way please tick the box below.

If at any time you wish to withdraw your consent you must immediately contact [dataprotection@silichfield.org.uk](mailto:dataprotection@silichfield.org.uk)

We will not share your information with third parties, other than in connection with membership, without your consent unless the law requires us to do so.

### Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact [dataprotection@silichfield.org.uk](mailto:dataprotection@silichfield.org.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

You can read more about these rights on the ICO website – see link below:

<https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

### Consent to taking and using photographic/video images

As photographs and/or video images may be taken at any Soroptimist event or activity, SI Lichfield and District needs your consent before taking or using any such image for any publicity or marketing purpose or before retaining the image as a memoir of a specific event. The use of photographic or video images by SI Lichfield and District could include but is not limited to:

- any printed or online publications or publicity materials (or those produced by SIGBI or Soroptimist International)
- its website or any other website including those of SIGBI or Soroptimist International. (Please note that websites are accessible worldwide and not just in the UK)
- social media, local or national press or any other publicity material

If you consent to your photographic/video images being taken and used in this way please tick the box below.

If at any time you wish to withdraw your consent before an image is taken or used you must immediately contact [dataprotection@silichfield.org.uk](mailto:dataprotection@silichfield.org.uk)

Please be aware that when appearing at any event or activity, photographs and video images may be taken by others not connected with SI Lichfield and District and it is your responsibility to take appropriate steps to avoid your image being captured if you do not wish it to be.

### Dropbox

Dropbox is a file hosting service operated by the American company Dropbox, Inc., headquartered in San Francisco , USA , that offers cloud storage facilities among other services. SI Lichfield and District uses Dropbox's cloud storage facilities (free version) for archiving Club records including Minutes of Meetings, past and current Presidents' correspondence and working files, completed Privacy Notices and the Club Directory. The Club Directory contains members' names, addresses, telephone numbers, email addresses and membership numbers. Note that other copies of the same data may be held by office holders locally.

Access to Dropbox is password controlled and restricted to a small number of named Club officials who need access to the Club's archive material - it is not universally available to all Club members. Where universal access by Club members may be required in future, separate folders would be set up and access allowed on the appropriate basis.

### Contact Details:

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, or if you would like to discuss anything in this privacy notice please contact [dataprotection@silichfield.org.uk](mailto:dataprotection@silichfield.org.uk)

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with [dataprotection@silichfield.org.uk](mailto:dataprotection@silichfield.org.uk) in the first instance or directly to the Information Commission's Office at <https://ico.org.uk/concerns/>

### Environmental

We strive to minimise our environmental impact by using electronic communications wherever possible. If you do not wish to receive communication in this way please email our Secretary on [secretary@silichfield.org.uk](mailto:secretary@silichfield.org.uk) or if you do not have access to the internet you can leave a message for her by contacting SIGBI HQ on 0161 480 7686.

### Marketing

We would like to share your information with other Soroptimists both from SIGBI and the other three Federations, Soroptimist International, our partners, other charities and related companies. If you consent to your information being shared in this way please tick the box below.

If you, or the Club, Region or National Association of which you are Treasurer, are also a shareholder in Number 63 (Soroptimist) Limited, do you consent to SIGBI sharing your data with Number 63 (Soroptimist) Limited? Please tick the box below if you do.

**How information about you will be used:**

We would like to send you information about Soroptimist International Great Britain and Ireland (SIGBI) Limited, Soroptimist Trading Limited, Soroptimist International and other related organisations with whom we work, by post, email, telephone and SMS. If you agree to being contacted in this way, please tick the relevant boxes:

Post	<input type="checkbox"/>
Email	<input type="checkbox"/>
Phone	<input type="checkbox"/>
SMS (text)	<input type="checkbox"/>

If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes or giving your information to other parties. If you no longer wish to be contacted for marketing purposes please tick the box below.

Member Signature:

Club

Date:

**Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of website features may not function as a result.

**Other Websites**

Our website contains links to other websites. This privacy policy only applies to this website, so when you link to other websites you should read their own privacy policies.

**Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on SI Lichfield and District web page. This privacy policy was last updated October 2019.

If you need any further information please contact: [dataprotection@silichfield.org.uk](mailto:dataprotection@silichfield.org.uk).

Please complete and return this form electronically if possible to [membership@silichfield.org.uk](mailto:membership@silichfield.org.uk)