**Soroptimist International St Albans and District (SISTA) Privacy Notice**

**How SISTA (“we”) 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’. When it is required, we may also ask you for your consent to process your data. 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.

**Storing your data**

We hold your data for varying lengths of time depending on the type of information in question and update it on an ad hoc basis when you notify us of changes. In doing so we always comply with Data Protection legislation.

**Who do we share your information with?**

We will not share your information with third parties 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 sistalbans@hotmail.com

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/>

**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 sistalbans@hotmail.com

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commission’s Office at <https://ico.org.uk/concerns/>

**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. We may also send you information about Region and Club activities, and those of organisations we support. If you agree to being contacted in this way, please type yes or no (Y/N) in the relevant boxes:

|  |  |
| --- | --- |
| Post |  |
| Email |  |
| Phone |  |
| SMS |  |
|  |  |

If you have consented to receive information, you may opt out at a later date. You have a right at any time to stop us from contacting you. We do not share your information with other parties without express consent.

Member Signature:

Club

SI St Albans and District

Date

**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 this web page. This privacy policy was last updated on 21 May 2018.

**If you need any further information please email us at:**

**sistalbans@hotmail.com**