

Privacy Notice: Membership Data

Version Number	Date of Issue	Department	Owner
0.3	02/10/2018	Information Services	Senior Data Protection Officer / Director of Marketing, Membership and Income Growth

Contents

1.	Policy	3
2.	Purpose	3
3.	Who collects my personal data?	3
4.	Contact details for the WEA Data Protection Officer	3
5.	What does the WEA use my personal data for?	3
6.	What lawful basis does the WEA use for collecting my personal data?	4
7.	Who does the WEA share my personal data with?	4
8.	International transfers of data	5
9.	How long do we keep your personal data?	5
10.	What are my rights?	5
11.	How do I exercise my rights?	6
12.	How do I complain?	6
13.	Review Period	6
14.	Revision History	6

1. Policy

The WEA Data Protection Policy states:

'The WEA commits to respecting the privacy of all individuals when holding or processing their Personal Data. When collecting Personal Data the WEA will:

Inform individuals why their Personal Data is being collected'

2. Purpose

This privacy notice is intended to describe how the WEA collects, uses, shares and retains your personal information and informs you about your choices regarding use, access and correction of your personal information. The WEA is committed to ensuring that any personal information it receives is secured and handled in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

3. Who collects my personal data?

Your personal data is collected in England and Scotland by the Workers' Educational Association (WEA), a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239).

Address: 4 Luke Street, London, EC2A 4XW
Tel: 0300 303 3464
Email: supportservices@wea.org.uk
Website: wea.org.uk

4. Contact details for the WEA Data Protection Officer

T: 0300 303 3464
E: dataprotection@wea.org.uk
A: 10B, Josephs Well, Hanover Walk, Leeds, LS3 1AB

5. What does the WEA use my personal data for?

The WEA collects and processes your personal data for the following purposes:

Processing your membership including payments and renewals - we may use your personal information to check your details are correct, share our privacy information, establish if you are entitled to free membership, collect your membership fees either as a one off payment or direct debit, and ask if you are interested in renewing your membership.

Setting you up with an exclusive members' online account – we may use your personal information to create and send you the details of your online account. We may also need to contact you about changes to your account, scheduled maintenance, or other account related issues. The WEA will never ask you for your account log in details with the exception of your membership number.

Providing you with a WEA membership card – As part of our membership offer, we will use your personal information to send you a WEA membership card in the post. We may also need to contact you in relation to your membership card.

Sending you a monthly member newsletter and member updates – We will use your personal information to send you our monthly member newsletter. We may also send you additional communications in order to keep you updated about key WEA issues / activities / WEA updates.

Sending you our Highway Magazine – We will use your personal information to send you our members' magazine 'The Highway'.

Letting you know about membership events like AGM's and our National Conference – As WEA members you are entitled to attend membership events and vote at local Annual General Meetings (AGM's) and our National Conference. As part of this commitment to democracy for our members, the WEA may use your personal data to send you information about these membership events.

6. What lawful basis does the WEA use for collecting my personal data?

The WEA membership application form, whether completed on our website or on a paper form is a **contract**. New members are required to agree to the contractual declaration on the membership form in order to take up membership of the WEA.

7. Who does the WEA share my personal data with?

The WEA may share some or all of your personal data with:

- Data processing organisations under contract with the WEA
- Media organisations (only with your additional permission)
- Statutory bodies (e.g. Safeguarding Authority, Health & Safety Executive, Information Commissioners Office)

If you require more detailed information about who we share personal data with, please contact dataprotection@wea.org.uk

8. International transfers of data

Your data may be transferred internationally. If your data is transferred, WEA will legally safeguard your personal data by:

- Transferring to the EEA countries
- Transferring to an adequate EU country, or a US Privacy Shield company.
- Transferring under “EU Model Clauses” agreement with the importing party.

Owing to the global nature of the Internet infrastructure, the information you provide may be transferred in transit to countries outside the European Economic Area that do not have similar protections in place regarding the protection of your personal data. Where this is the case end-to-end encryption will be employed to transmit the data securely.

9. How long do we keep your personal data?

The WEA will keep your personal information for the duration of your membership with us. If your membership is cancelled or is not renewed, the WEA will keep your personal information for **one year** to give you sufficient additional time to renew your membership. After this time, your membership record will be destroyed.

10. What are my rights?

The right to be informed - the WEA must provide you with information about what we are using your personal data for, why we are using it and how long it will be kept for.

The right of access - at any time, you have the right to obtain access to the personal data the WEA holds about you.

The right to rectification - at any time, you have the right to ask for incorrect, inaccurate or incomplete personal data to be corrected.

The right to erasure - at any time, you have the right to ask for any personal data the WEA holds on you to be erased when it's no longer needed or if holding it is unlawful.

The right to object - at any time you have the right to object to the processing of your personal data for marketing or research purposes.

The right to data portability - at any time you have the right to request that the WEA provides your personal data in a machine-readable format so that you can send it to another organisation or individual.

Rights in relation to automated decision making and profiling - the WEA does not use automated decision making or profiling, we can guarantee that all decisions made by the WEA that affect you are made by people, not by computers.

The right to restrict processing - at any time you have the right to request that the WEA restricts the processing of your personal data. This is not an absolute right and only applies in certain circumstances. It means that the WEA can store your personal data but must not do anything with it until the restriction is lifted.

11. How do I exercise my rights?

In order to exercise your rights under the General Data Protection Regulation you must make a Subject Access Request (SAR). You can do this by completing our SAR web form: <https://app-de.onetrust.com/app/#/webform/25919219-0f28-40a4-a522-ab332669e8ac> or by calling our Helpdesk on 02070 967738.

12. How do I complain?

If you are unhappy with the way the WEA has handled your personal data and you would like to make a complaint, please contact our Data Protection Officer.

Tel: 0300 303 3464
 Email: dataprotection@wea.org.uk
 Address: 10B, Josephs Well, Hanover Walk, Leeds, LS3 1AB

If you don't feel that the WEA has responded to your complaint in a satisfactory manner, you can then raise concerns about the processing of your personal data with the Information Commissioners Office (ICO). Please see: ico.org.uk/concerns or call the ICO on 0303 123 1113.

13. Review Period

This privacy notice should be reviewed every six months by the Senior Data Protection Officer and Data Owner.

14. Revision History

Version Number	Date of Change	Description of Change
0.1	12/10/2018	Re-drafted version
0.2	12/10/2018	Comments and amendments from JT
0.3	12/10/2018	Amendments following call with JT, JW, JH, LH Signed off by JW on 11/10/2018