

**[DRAFT 19<sup>th</sup> April 2018]**  
**Women's International Club Méditerranée (WICM)**  
**DATA PROTECTION AND PRIVACY NOTICE**

The new Data Protection Law comes into effect on 25<sup>th</sup> May 2018 within the European Union. It gives individuals more control over data stored about them by organisations and this includes WICM.

The regulation requires WICM to have a policy document to explain how WICM uses the personal data you provide on the application form. It also explains how the data is processed, made secure and kept up to date. Finally it covers your rights and how to exercise them.

**What will we do with the information you provide to us?**

1. WICM holds and processes members' contact data in order to contact and inform our members by post, phone and email
2. We ask for your explicit consent for each of the following. This consent is not a condition of membership.
  - 2.1. to share your contact data with other members (name, phone, email and village from your address)
  - 2.2. If provided, your day and month of birth to contact you on your birthday. We neither ask for nor store your birth year.
  - 2.3. if provided, your nationality so we can report anonymously on the general profile of our membership
3. Finally, we ask explicit consent to publish photographs of you at WICM events to use in newsletters, on our Facebook page, on our Website and the local press.

**Our Obligations**

WICM complies with all appropriate data protection principles. We will therefore:-

- process data lawfully, fairly and in a transparent manner and only for the purposes of WICM business
- ensure that all data is accurate, up to date and kept no longer than necessary
- take the appropriate security measures to protect the data from unauthorised disclosures
- not share any of your data with third parties for marketing or any other purposes

We will hold your data securely whether the information is in electronic or physical format.

Access to your personal information is restricted to WICM committee members for the specific purpose of contacting you about WICM business.

### **How long do you keep my information?**

On leaving WICM, your data will be kept for no longer than 12 months

### **Your Rights - Right of Access**

On making a written request, you have the right to be told the content of the data relating to you being processed by us. This information will be provided within one month of receiving such a request.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone or by email.

### **Correction of Inaccurate Data**

If, on viewing your data, you find it inaccurate, you have the right to ask us to amend any inaccuracies or to remove it. You also have the right to request that we restrict or stop processing the data, for example to stop sharing contact information with other WICM members. Any such request should be made to the Membership Secretary in writing.

Note that contact information is requirement of WICM membership.

### **Data Processing**

Physical membership forms are stored in the house of the Membership Secretary, or in their absence another Committee member.

Personal data is stored electronically on the computer of the Committee's database manager. The computer is password secured and backed up regularly using encryption.

For emailing all members we use MailChimp to store name and email address only. The data is stored on a secure MailChimp server. MailChimp are not permitted to use the data for their own purposes nor to sell or distribute it on to any other individual, organization or business under any circumstances. Mailchimp are committed to the The General Data Protection Regulation (GDPR). You can read the steps being taken by Mailchimp via This link [https://kb.mailchimp.com/binaries/content/assets/mailchimpkb/us/en/pdfs/mailchimp\\_gdpr\\_sept2017.pdf](https://kb.mailchimp.com/binaries/content/assets/mailchimpkb/us/en/pdfs/mailchimp_gdpr_sept2017.pdf)

You can 'opt out' of MailChimp by clicking on the 'Unsubscribe' link at the bottom of each newsletter, but you will of course no longer receive WICM newsletters and other emails sent to all members.

The WICM website does not hold member's personal data. It does not use cookies and is hosted by 34Sp.com, a UK registered company.