

## **CWA privacy notice**

CWA takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

### **What we need from you**

When you register as a member of CWA or renew your membership, sign up for a newsletter or participate in an event, we may ask you for, or you may provide us with, some or all of the following personal information:

- Contact details – e.g. name, address, email address and phone number.
- Equality information – sex, gender, disability, ethnic group and religion.
- Safety and emergency details – e.g. next of kin, relevant health conditions, dietary requirements.

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

### **Why we need your personal information – contractual purposes**

We need to collect our members’ and customers’ personal information so that we can manage your relationship with us. We may use our members’ and customers’ personal information to:

- Provide you with core member services, including confirmation of membership, end of year renewal.
- Set up an online membership account enabling you to manage your membership and communication preferences.
- Organise CWA activities and manage risk and safety if you attend an event.

### **Why we need your personal information – legitimate purposes**

We also process our customers’ and members’ personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the CWA, opportunities to get involved in CWA training, general meetings or other events.
- Raise awareness of the CWA’s activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.
- Undertake research.

### **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members and customers for the purposes of complying with obligations under:

- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.
- The Charities and Trustees Investment (Scotland) Act 2005, which requires us to maintain a register of members, including name, address, date admitted to membership and date on which membership ceased, to hold general meetings, issue notices and AGM voting arrangements.

### **Why we need your personal information – equality monitoring**

We use aggregated and anonymised reports of our members’ and customers’ personal information for equality monitoring purposes, enabling us to evaluate and promote equality of opportunity within our activities.

## **Other uses of your personal information**

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

## **Who we share your personal information with**

We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

## **Third party suppliers with access to members' and customers' personal data**

The CWA may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it. In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes. For example:

- Yahoo distributes some of our communications.
- Tim Wright is our accountant and receives copies of paperwork (e.g. travel and subsistence claim forms) whilst producing our annual accounts.
- SAMTEQ hosts our website

## **How we protect your personal information**

Your personal information is accessed by our Administrator and any other relevant staff members only for the purposes set out above. It is stored by the CWA in password protected computers and locked filing cabinets.

## **How long we keep your personal information**

We only keep your personal information for as long as necessary to meet our statutory requirements and provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with us for 3 years.

## **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a "subject access request".

You can contact us at [admin@communitywoods.org](mailto:admin@communitywoods.org) or at CWA, Steading Cottage, Craigfield Farm, Kintessack, Forres, Moray IV36 2SP.

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)