

Monday 17<sup>th</sup> May 2021

## **Privacy Policy**

Better Wetherby Partnership (BWP) treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

### ***What personal information do we collect?***

When you express an interest in becoming a member or supporter of the BWP you will be asked to provide certain information. This may include:

- Name
- Postal address
- Email address
- Telephone number

### ***How do we collect this personal information?***

All the information collected is obtained directly from you. This is usually at the point of your initial registration as a member/supporter. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member/supporter, have with the BWP. In order to inform you about activities and events that you can access as a member/supporter we need to store and process a certain amount of personal data.

### ***How do we use your personal information?***

We use your personal information:

- To provide details of BWP activities and events to you
- For administration, planning and management of the BWP
- To monitor, develop and improve the provision of BWP activities

We will send you messages by email, post, other digital methods and telephone to advise you of BWP activities.

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

We may disclose information about you, including your personal information

- Internally - to Steering Group and Sub-Group members and nominated Administrators – as required to facilitate your participation/support in our BWP activities.
- Externally – for products or services such as direct mailing for BWP material.

Where we need to share your information outside of the BWP we will seek your consent and inform you as to who the information will be shared with and for what purpose.

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

We need to keep your information so that we can provide our services to you. Information about your membership/support will be stored for the length of your BWP membership or support. If you leave the BWP then your personal information will be deleted within 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer.

### ***How your information can be updated or corrected***

To ensure the information we hold is accurate and up to date, members and supporters need to inform the BWP of any changes to their personal information. If difficulties are experienced, then advice and assistance is available from the Secretary. Members and supporters are requested to notify any personal information changes to the Secretary by email to: [betterwetherby@gmail.com](mailto:betterwetherby@gmail.com)

### ***How we store your personal information***

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Your membership/supporter information is held on a database and accessed by the Secretary.

### ***Availability and changes to this policy***

This policy is available on the Better Wetherby Partnership website which can be found at: [www.betterwetherby.com](http://www.betterwetherby.com)

This policy may change from time to time. If we make any material changes we will make members/supporters aware of this via a newsletter. In addition, members will also be kept informed with details shown on the BWP website.

### ***Contact***

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us via the Secretary at: [betterwetherby@gmail.com](mailto:betterwetherby@gmail.com)

### ***Policy Review***

This policy was adopted at a meeting of the Better Wetherby Partnership Steering Group on **17<sup>th</sup> May 2021**.

It will be reviewed on an ongoing basis and at least every 2 years.