

## **Privacy Policy**

This is the privacy policy of West Ealing Community CIC a not-for-profit organisation..

This privacy policy explains how we use any personal data collected about you when you ask to be a member of our organisation, sign up to one of our mailing lists or become a member of our website forum.

### **When we collect information about you**

We may collect basic information about you when you register to be a member of our organisation or join our website forum. We may also collect information if you agree to be on a particular mailing list for, say, our regular meetings.

### **How we will use the information about you**

We only collect information about you to enable us to contact you to send you information about our activities such as in an email or to enable you to participate in our website forum.

Agreeing to our privacy policy allows us to continue using your personal data for the purpose of communicating with you.

We will make every technical and organisational steps to prevent any unauthorised or unlawful processing of personal data and accidental loss or destruction of this data. We will not share your data with any other organisation for any purpose whatsoever.

### **Communicating with you**

We would like to send you information about our meetings and activities to keep you up-to-date with what we are doing. If you have agreed to receive this information you are able to opt out at any time. You have the right at any time to stop us from contacting you.

### **Website**

The only personal data collected through our website is on our membership application form.

### **Access to your information and correcting data**

You have the right to ask us for a copy of the information we hold about you. If you would like a copy of this data please email us at

### **Changes to our privacy policy**

This policy was produced on 24<sup>th</sup> April 2018

### **Contacting us**

If you have any questions about our privacy policy or the data we hold about you can email us at