

## **Eton Wick Village Association & Waterways Group Privacy Policy**

This privacy policy will explain how our organization uses the personal data we collect from you when you, complete forms, partake in events or use our Facebook page and website. It fulfills a legal requirement to protect a visitor or client's privacy. This Privacy Notice shall become effective as of 1<sup>st</sup> June 2020.

### **Who we are**

The Eton Wick Village Association and Waterways Group is an association of residents, retailers and business working together to improve Eton Wick (Berkshire,UK) as a place to live in, work in, and visit. Our web site is [www.ewva.org.uk](http://www.ewva.org.uk)

The association meets at least quarterly and is committed to:

- Providing NEWS and information about Eton Wick
- Organising EVENTS for the community
- Coordinating PROJECTS to maintain and improve Eton Wick's environment
- REPRESENTING the needs of people in Eton Wick
- RAISING FUNDS to help make Eton Wick an even better place

### **How the law protects you**

Data protection laws state that we are only able to process personal data if we have valid reasons to do so. The basis for processing your personal data includes, but is not limited to, your consent, regular newsletters, and to contact you for customer service purposes.

### **How do we collect personal data from you?**

We receive information about you from you when you complete forms, if you contact us by phone, email or otherwise in respect of any of our projects and services.

On launch of any web domain in our name your personal data may be automatically collected when you use our services, including but not limited to, your IP address, device-specific information, server logs, device event information.

### **What type of data do we collect from you?**

We collect personal information from you when you register with us to subscribe to our email updates and 100 club.

If you subscribe to our email notifications, we will only collect your name and email address. Other personal data that we may collect from you if you provide it directly to us includes your name, address, email address, phone numbers. On launch of a web domain, we may also keep details of your visits to our site including, but not limited to traffic data, weblogs and other communication data. We also retain records of your queries and correspondence, in the event you contact us.

### **How do we use your data?**

We use information about you in the following ways:

- To provide you with products and services, such as when you apply for tickets for published community events;
- To improve our website - we continually strive to improve our website based on the information and feedback we receive from you.
- To send regular emailed newsletters - the email address will be used to send you information and updates on our activities, related product or service information, etc. Note: If at any time you would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each newsletter.
- To carry out marketing and statistical analysis;
- To notify you about changes to our website and services;
- To inform you of service changes.

### **Who has access to your personal data?**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect others or our rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

At a time when we launch a web domain presence and at our discretion, we may include or offer third party products or services on our website. These third parties have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites or services. Nonetheless, we seek to protect the integrity of our site, and welcome any feedback about these sites and services.

For the avoidance of doubt, we do not and never shall sell your personal data to third parties for marketing or advertising purposes.

We may pass your personal data to third parties for the provision of services on our behalf. However, we will only ever share information about you that is necessary to provide the service and we have specific contracts in place, which ensure your personal data is secure and will not be used for any marketing purposes.

We may share your personal data if we are under a duty to disclose data in order to comply with any legal obligation or to protect the rights, property, or safety of our customers, others, or us. This includes but is not limited to exchanging information with other companies and organisations for the purposes of fraud protection, credit risk reduction and dispute policies. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

We may use your data to create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services;

### **Where we store your personal data**

At the time of launch we do not have a dedicated web domain presence, therefore all information stored is in accordance with third party holders; including and not limited to: Facebook, hotmail, gmail and google. As and when a dedicated domain presence is established, we commit to notify all affected and update this document in due course.

As the transmission of information via the internet is not completely secure, we cannot guarantee the security of your data transmitted to our site and any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **How do we communicate with our site visitors?**

If you have subscribed to our meeting notification and meeting minutes updates, in addition to receiving these, we may contact you to poll your opinions through surveys or questionnaires, to send updates about our organisation, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, or telephone.

### **How do we use cookies and other tracking tools?**

Without a dedicated web domain presence, details from these tracking tools are not retained by Eton Wick Village Association and Waterways Group.

## **Privacy policy updates**

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on our Facebook page or being available for review at public meeting. If we make material changes to this policy, we will notify you in the stated channels that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

## **Your rights and Accessing and updating your data**

You have the right to object to our use of your personal data, or ask us to delete, remove or stop using it if there is no need for us to keep it. This is known as your right to be forgotten. There are legal and accountancy reasons why we will need to keep your data, but please do inform us if you think we are retaining or using your personal data incorrectly.

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at [ewva\\_committee@outlook.com](mailto:ewva_committee@outlook.com)

## **How do you withdraw your consent?**

1. We provide a link on the bottom of each email whereby you can unsubscribe. If you unsubscribe, we will remove the personal details that we hold for you and will not email you in future.
2. Alternatively, you can also always directly contact [ewva\\_committee@outlook.com](mailto:ewva_committee@outlook.com) and ask us to remove your subscriber details from our platform.
3. If you are a member of the EWVA 100 Club, cancellation of your subscription will also be deemed as notification of your wish for your details to be removed from applicable storage locations.

## **How do we protect your information?**

Your personal data is held within password protected files on private computers with appropriate antivirus protection and they are responsible for maintaining the safety of your personal information.

## **Links to other sites**

As part of our commitment to keep residents informed, we will from time to time provide links to third party sites. Since we do not control those websites, we encourage you to review the privacy policies of these third-party sites. Any information that is supplied on these sites will not

be within our control and we cannot be responsible for the privacy policies and practices of these.

## **Liability**

We agree to take reasonable measures to protect your data in accordance with applicable laws.

## **Data Breaches**

In the event of a data breach, we shall ensure that our obligations under applicable data protection laws are complied with where necessary.

## **Contact us**

Please e-mail any questions or comments you have about privacy to us at: [ewva\\_committee@outlook.com](mailto:ewva_committee@outlook.com)

## **Your right to make a complaint**

You have the right to make a complaint about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

## **Information Commissioner's Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113