

## **South Woodford Society** **Privacy & Cookie Policy**

This Privacy Policy explains how we use any personal information you provide to the South Woodford Society (the Society) when you use our website and any contact you have with us.

### **1. Introduction**

South Woodford Society is committed to protecting your personal information. It's your information, and we respect that. Our Privacy Policy provides detailed information on why we collect your personal information and how we use it. This Policy also sets out your right to request that we delete, update, transfer or provide you with access to your personal information.

If you have any questions about this Privacy Policy or want to exercise your rights as set out in this Privacy Policy, please contact us via email at: [e18society@gmail.com](mailto:e18society@gmail.com)

### **2. Data Collected**

We collect and process your data when you sign up to the Society to receive emails from us. We collect only the information that's necessary to keep you up to date about various initiatives, events/causes of concern in South Woodford and/or the London Borough of Redbridge (LBR). This is the information you provide when you sign up to be a member of the Society and to receive updates.

### **3. Consent and legitimate interests**

By using our website, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our website. Your continued use of the website following publication of changes to this policy will be deemed as your acceptance of those changes.

In order for our use of your personal information to comply with applicable data protection law, that use by us needs to fall under at least one of the specific lawful reasons that are set out in applicable data protection law; which for the Society falls under the "Legitimate Interest" reason. By giving us your data, you consent to us collecting and using that information in the ways that we describe in this privacy policy and/or that you have specifically consented to. Where we need your specific consent, we will always ensure that you are as fully informed as possible at the time on what we do with our information, who it may be shared with and how long we will keep it. This is in line with the requirements on the relevant legislation. You can later your preferences or withdraw your consent at any time as described in [clause 6](#) of this policy.

Whilst we must gain your consent to send you emails if we have had no prior interaction with you, as required by EU General Data Protection Regulation (GDPR), we can rely on Legitimate Interests to process personal data of contacts with whom there exists a relationship without requiring further consent, so long as there is a balanced Legitimate Interest.

A Legitimate Interests Assessment has been carried out by the Society and it has established that there is balanced Legitimate Interest in place with regards to those contacts with whom the Society has had an existing relationship prior to 25<sup>th</sup> May 2018, so that we may continue to process this data without the future or renewed consent of the data subject, who may withdraw consent at any time by contacting us.

#### 4. How we use your data

We value our members and will only use your details to provide you with information about events or services we think will be of interest to you; our administration and operation of the Society; and for the purpose for which the information was provided.

For example, we may use the information to:

- a) send you a welcoming email;
- b) update you on the activities of the Society;
- c) respond to your emails, submissions, comments, requests or complaints;
- d) request feedback with regards to issues in South Woodford;
- e) conduct surveys with specific regard to the Neighbourhood Plan;
- f) contact you with any relevant information regarding South Woodford and/or the LBR and surrounding areas;
- g) promote any special activities such as our Quiz Night or Litter Picks;
- h) provide you with information about your account or subscription,
- i) notify you about changes to the Society

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

We only retain information for as long as you remain a member of the Society

#### Children

Members must be over 18 years old to join the society and to sign up to receive our communications. We do not knowingly collect Personal Data from children under the age of eighteen (18). We encourage parents and legal guardians to monitor their children's Internet usage and to help enforce our Privacy Policy by instructing their children never to provide Personal Data without their permission. If you have reason to believe that a child under the age of 18 has provided Personal Data to us, please email us at [e18society@gmail.com](mailto:e18society@gmail.com) and we will endeavour to delete that information from our databases.

#### 5. Sharing your information

The Society does not sell, trade or rent our members' information. In certain circumstances, we may be obliged to share your personal information for legal compliance purposes with the LBR. The information provided is generally non-specific in that, we provide postcodes and generic aggregated demographic information not linked to any personal identification information regarding visitors and users.

We occasionally use third party platforms to manage and deliver email campaigns and events. In providing these services, your personal data will, where applicable, be used by the service provider on our behalf. Any data used by such parties is only used to the extent required by them to perform the services that the Society requests. Any use for any other purposes is strictly prohibited. Furthermore, any data that is processed by third parties, must be processed within the terms of this Policy and in accordance with the EU GDPR.

We will check any third party that we use to ensure that they can provide sufficient guarantees and assurances regarding the confidentiality and security of your personal information and their compliance with our data security standards and international transfer restrictions.

## 6. Access to your Data

All personal Data is stored securely in accordance with the principles of the EU GDPR.

If you are in the European Union, the GDPR rights applies to you and South Woodford Society is the controller responsible for the purposes and means of processing your personal data.

In-line with the GDPR we have reviewed and enhanced our procedures to enable such data to be located and anonymised or erased, in order to respond to requests to delete, rectify, transfer, access or restrict the processing of data. We are committed to keeping the personal information you provide to us secure and we will take reasonable precautions to protect your personal information from loss, misuse or alteration.

You have the following rights in relation to the personal information we hold about you:

- The right of access
- The right to correct and/or delete information
- The right to restrict processing
- The right to data portability
- The right not to be subject to automated decision-making including profiling.
- The right to object
- The right to withdraw consent
- The right to lodge a complaint with the supervisory authority

You have the right to ask us not to process your personal data for marketing purposes. We would be sad to say goodbye, but if at any point you do not wish to hear from us you can unsubscribe by following the link inserted in the footer of our emails. Please note that you may continue to receive emails for a very short time whilst your unsubscribe request is being processed. You can also write to the society at our registered address.

### Please note:

- i) You will not have to pay a fee to access your personal data.
- ii) We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.
- iii) We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## 7. Web Browser Cookies

Cookies are very small text documents or pieces of software code, which often include an anonymous unique identifier. When you visit a website or use a mobile application, a computer asks your PC or mobile device for permission to store this file on your computer or mobile device and access information from it.

The Society may set cookies on your internet device. All such Cookies are detailed in Schedule 1. All Cookies used by the Website are used in accordance with the provisions of

the Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011.

These Cookies are used to facilitate certain functions and features of the website. Before the website sets Cookies on your computer, you will be presented with a message bar requesting your consent to set those Cookies. None of the Cookies set by the website jeopardise your privacy in any way and no personal data is collected. By giving your consent to the setting of our Cookies you are enabling us to provide the best possible experience and service to you through our Website. If you wish to deny your consent to the placing of Cookies, certain features of the Website may not function fully or as intended.

Certain features of the Website depend upon Cookies to function and are deemed, within the Law, to be strictly necessary. These Cookies are detailed in Schedule 1. You will not be asked for your consent to place these Cookies however you may still disable cookies via your web browser's settings. By default, your browser will accept Cookies, however this can be altered. For further details please consult the help menu in your browser. You may delete Cookies at any time however you may lose any information that enables you to access the Website more quickly. It is recommended that you ensure that your Internet browser is up-to-date and that you consult the help and guidance provided by the developer of your browser if you are unsure as to how to adjust your privacy settings.

The Website uses the third-party Cookies detailed in Schedule 1 for the purposes described therein. These Cookies are not integral to the services provided by the Website to you and may be blocked at your choosing via your internet browser's privacy settings or via your response to the request for consent.

We know you love to share some of the great content we have on the South Woodford Society website. Please be aware that social networking sites, like Facebook and Twitter, might set cookies. We don't control the setting of these third-party cookies, so we suggest you check the third-party websites for more information about their cookies and how to manage them.

### [Third Party Links and Services](#)

Our website and emails may contain links to third party websites such as LBR. Please remember if you use such a link to go from our site to another website, this Privacy Policy no longer applies.

## **8. Changes to this policy**

The Society reserves the right to change this Privacy Policy as we may deem necessary from time to time or as may be required by Law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the Policy on your first use of the Website following the alternations. We encourage you to review this Privacy Policy periodically to be informed of how we use your personal information.

For any questions regarding this policy, please contact us either via the website:

[www.southwoodfordsociety.com](http://www.southwoodfordsociety.com) or by email: [e18society@gmail.com](mailto:e18society@gmail.com)

## Schedule 1 – List of Cookies

<b>Name of Cookie</b>	<b>Provider</b>	<b>Purpose</b>
visitorDeviceClass	South Woodford Society	Identifies type of device (phone, tablet, laptop) being used in order to display the correct site layout.
VISID{0}-siteId	South Woodford Society	Visit session identifier used to aggregate page usages.
ASP.NET_SessionId	South Woodford Society	Preserves the visitor's session state across page requests.
ANONID{0}-siteId	South Woodford Society	Used in conjunction with VISID for the same purpose.
ANONID_FS{0}-siteId	South Woodford Society	Holds the creation date of the ANONID cookie.