

The logo for West London River Group features a stylized blue wavy line above the text "West London River Group" in a bold, blue, sans-serif font.

West London River Group

Privacy Notice

Adopted March 2023

1. PURPOSE OF NOTICE.

This notice sets out how the West London River Group (WLRG) uses and protects personal information. When changes are made to this statement, we will publish the updated version on our website

2. ORGANISATION PARTICULARS

- a) Name: West London River Group
- b) Website: westlondonrivergroup.org
- c) E-mail: info@westlondonrivergroup.org

3. DATA COLLECTED

The WLRG collects personal details given to us directly by our members as part of their membership record. We only collect the information we need such as:

- a) Name of Membership Representative
- b) Group represented by member
- c) Contact Details (address, email and telephone number)
- d) Transactional Information (such as membership payments)

We do not collect any special categories of personal data.

4. DATA USE

- a) Most of the personal information we process is provided to us directly through joining the WLRG. We use the information that you have given us in order to:
 - i) Maintain Membership List
 - ii) Routine communication to the membership
 - iii) Engage members directly with WLRG projects
- b) We may share this information with External organisations while engaging with them regarding WLRG Projects
- c) Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is your consent. You are able to remove your consent at any time. You can do this by contacting Membership Secretary (membership@westlondonrivergroup.org)

5. DATA STORAGE

We are committed to ensuring information is secure and have put in place suitable physical, electronic and administrative procedures to safeguard it. We keep personal information while they are members. After ceasing to be a member we will delete your information from the membership database after 1 Year. Your email will remain on our mailing list unless you choose to unsubscribe.

6. YOUR RIGHTS

Under data protection law, you have rights including:

- a) Your right of access - You have the right to ask us for copies of your personal information.

- b) Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- c) Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- d) Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- e) Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- f) Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- g) You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.
- h) Please contact us at membership@westlondonrivergroup.org if you wish to make a request.

7. COMPLAINTS

If you have any concerns about our use of your personal information, you can make a complaint to us at membership@westlondonrivergroup.org. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>