

# Privacy statement

Preservation of your privacy is important to CISV and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

## 1. What personal data we collect

CISV Leeds and West Yorkshire is a membership organisation and as a result, we collect details about you and your family members when you register as members.

You are responsible for making sure you give us accurate and up to date information. If you provide information on behalf of another person, you will need to tell them how to find this privacy statement and make sure they agree to us using their information for the purposes set out in it.

The personal data that you provide when registering your interest in a programme, or as a member, with us, includes:

- First and last names
- Sex
- Date of birth
- Address
- Telephone number(s)
- E-mail address(es)

We use other personal data that we collect (such as that in the CISV International standard forms used by our various programmes) in connection with the safety of participants and to enable preparation of the programmes.

As part of this wider collection, CISV Leeds and West Yorkshire processes the following special and/or sensitive personal data:

- Data of persons under the age of 16: As an organisation whose members are families, running programmes for under 16s, the information in the section above is collected for all relevant members including those under 16.
- Medical data: Only to the extent that it is necessary in order to plan safe programmes.

## 2. How we use your personal data

CISV Leeds and West Yorkshire processes your personal data for the following purposes:

- To manage membership records and provide the services you sign up to as a member of CISV
- To communicate with you in general about branch activities aimed at all members, such as JB, and specifically about the programme you may be attending. Signing up as a member, supporter or mentor includes automatic subscription to these

- communication channels. From time to time, we may also contact you to ask you to engage with various events or provide other information
- To ensure that all our programmes provide a safe environment for all participants

We never share your information with third parties, unless it is necessary to deliver the service you have requested from us. Primary examples of this include, but are not limited, to:

- Sharing data with our programme venues for security and safety purposes, or to ensure our accessibility obligations are met.
- Sharing data with external event staff or volunteers.

You have the right to withdraw your consent from receiving our communications at any time. For more information, see section 4 below. You can unsubscribe from communication channels without affecting your membership status. The provision of certain information is, however, an essential prerequisite for participation in our programmes.

### **3. Your rights to be informed**

#### **To update your data**

If you wish to access or rectify personal data that has been collected (see section 1 for examples) or if you wish to receive any personal data we hold on you, please contact [cisvleedstreasurer@gmail.com](mailto:cisvleedstreasurer@gmail.com) and we will respond to your request as soon as possible and within one calendar month.

#### **To delete your data**

If you wish to have your data removed entirely from our records, please contact [cisvleedstreasurer@gmail.com](mailto:cisvleedstreasurer@gmail.com) and we will respond to your request within one calendar month.

Please note that for the in order to deliver the services (such as programmes) noted in section 2, it may not be possible to delete data until the completion of the purpose for which it was provided.

#### **To withdraw your consent**

If you wish to withdraw your consent from receiving our email communications, please email [secretary.leeds@gb.cisv.org](mailto:secretary.leeds@gb.cisv.org).

Please note that this does not apply to emails sent by us (including the organising team) which relate directly to the service you have requested or purchased. However you can reply to these emails at any time with any concern or questions about your personal data.

#### **To object to, or restrict data processing**

If you object to the processing of your personal data, or wish to restrict the way in which it is processed by us, please contact [secretary.leeds@gb.cisv.org](mailto:secretary.leeds@gb.cisv.org) and we will respond as soon as possible. Please note that this may affect our ability to deliver our services to you.

## **4. How long we retain your data**

We retain your personal data for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation). In addition, personal data may be securely archived with restricted access (and other appropriate safeguards) where there is a need to continue to retain it.

We will ask you on a regular basis to update your membership details with us.