



Privacy notice

The Wilfred Owen Association is required to provide you with the information in this Privacy Notice under the General Data Protection Regulation (EU) 2016/679 and the Privacy and Electronic Communications (EC) Regulations 2003.

Identity and contact details

The Wilfred Owen Association (the "WOA")

Registered Charity: 702606

Contact details:

Yvonne Morris (Secretary)

26 Cross Lane

Middlewich

Cheshire

CW10 0ED

secretary@wilfredowen.org.uk

Reasons for collecting information about you

Under the General Data Protection Regulation there are six lawful bases for 'processing' (this means, for example, collecting, storing using and disseminating) your personal information. One of the lawful bases is called 'legitimate interest'.

Broadly speaking "legitimate interest" means that personal information can be processed where there is a genuine and legitimate reason *and* we are not harming any of your rights and interests.

The WOA's legitimate reason for processing your personal data is to fulfil its overall objective:

"To encourage awareness of, and the study of, the life and work of Wilfred Owen"

In furtherance of this objective, our Constitution states that the Wilfred Owen Association may "promote public events, including exhibitions, courses, conferences, recitals, readings, competitions, festivals and other functions"

We believe that the people who share this objective would love to know how to support us.

We therefore process your personal information for the following legitimate purposes:

- Membership and member benefits
- Processing of payments
- Where you have made a Gift Aid Declaration to allow us to reclaim the appropriate tax on your donations
- Event, conference and festival information
- Merchandise information
- Training courses
- Fulfilments of orders
- Competition entries
- To meet other contractual commitments to you

When we process your personal information for our legitimate interests, we will consider and balance any potential impact on you and your rights under data protection and any other relevant law.

You can change the way you hear from us or withdraw your permission for us to process your personal details at any time (see "Your rights to your personal information" below, or email secretary@wilfredowen.org.uk)

The information we collect

We may collect and process the following data about you:

- Your name, mailing address(es), email address(es) and telephone number(es)
- Dates and amounts of payments
- Credit/debit card information (only for processing payments and fulfilling orders)
- Bank account information (where you have authorised payment by standing order)
- Dietary and disability information (where relevant to attendance at an event, but not otherwise)
- Details of your visits to our website and the resources you access, including but not limited to traffic data, location data, weblog statistics and other communication data as logged automatically by our ISP
- Information that you provide by filling in forms on our website to purchase a subscription or merchandise
- Information provided by you when you communicate with us for any other reason

When and how we collect your personal information

We may collect and store information about you when you interact with us, which could be when you:

- Become a member or renew your membership
- Support our work through a donation

- Register for one of our events or conferences
- Agree to be a speaker at one of our events
- Submit an enquiry
- Use our website:
 - Web browser cookies

Our Site uses "cookies" to enhance the User's experience. The User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. The User may choose to set their web browser to refuse cookies. If they do so, note that some parts of the Site may not function properly.

The cookies we use on our site are Session Cookie. This is a cookie which is set for the length of your browsing session, it expires once you close your browser. We use this to track basic information within your visit to our website, e.g. if you have logged in, if there's anything in your shopping basket or any information that will need to be remembered from page to page. Session cookies are not shared with other websites.
 - Google Analytics

We use Google Analytics to collect data on visitors to our website to help us measure performance and improve our services. [You can read more about Google Analytics here.](#)

How we store and protect your personal information

We keep two electronic mailing lists:

- Membership list: A database of fully paid up members, including organisational members. A small number of Honorary Members are recorded here too.
- Email list: A separate spreadsheet of current members' email addresses used to notify members about our AGM, subscription rises, events, competitions, publications etc. Members are always given the option to opt-out of these mailings.

The WOA also keeps card records.

Electronic mailing lists are stored on a stand-alone computer and there is anti-virus software and spyware installed on these PCs.

Card records are stored in a locked cupboard.

How we store and protect information gathered from our website

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information and data stored on our Site.

Data is also collected and stored on PayPal for the purposes of payment for subscriptions and merchandise. The WOA is confident that PayPal is GDPR compliant. Its Privacy Notice is available at:
<https://www.paypal.com/en/webapps/mpp/ua/privacy-full>

Disclosure of your personal information

Our membership list is held by the Membership Secretary. The email list is held by the Secretary.

Extracts of both of these lists may be made available to other Trustees on a strictly "need to know" basis.

The membership list is shared with our printer so they can fulfil their contractual obligations:

Quantum
Unit J1C
Springhead Enterprise Park
Ebbsfleet Valley
Kent
DA11 8HL

We never pass personal information about any individual to other organisations, individuals or third-parties except with the express permission of the individual concerned, or when legally required to do so.

How long we keep your personal information for

- Membership list: personal information about those who have lapsed is kept for up to six months in case these people decide to rejoin.
- Email list: emails of those who have lapsed remain on the email list for up to six months. Members are always given the option to opt-out of mailings.

The WOA also keeps card records. These member records date back to our foundations in 1989. After careful consideration and a risk assessment, the WOA's Committee has taken the decision to keep these records for archival purposes.

Your rights to your personal information

Data Protection legislation gives you the right to:

- Request access to your personal information
- Ask the WOA to restrict its processing of your personal information
- Ask the WOA to Erase the personal information it holds about you
- Object to the processing of your personal information by the WOA
- Ask the WOA to rectify the personal information it holds about you

Request should be sent to the Secretary (secretary@wilfredowen.org.uk). You will receive a reply within one month at the latest.

Complaints

If you would like more information, or have any questions about this Privacy Notice, or would like to raise concerns about our approach to Data Protection, please contact the Secretary. If you are unhappy with the response you receive, you can raise your concerns with the Information Commissioner's Office (www.ico.gov.uk)

May 2018