

## Data Privacy Notice 2021

Woking Strokeability uses private personal data to keep contact with members and carers and maintain a register of members. An application form providing consent for Woking Strokeability to process personal data needs to be completed to become a member. Forms in hard copy are scanned and stored for reference and the hard copy securely destroyed. The lawful basis for Woking Strokeability processing private personal data is contract with the data subject.

Woking Strokeability collect special category data through the application form to be aware of conditions that could lead to a sudden loss of consciousness. This information is only shared with the Trustees, Management Committee and instructors.

Contact data is shared with members of the club and instructors but not third parties.

Any person joining Woking Strokeability except in the role of a carer or volunteer should understand that it implies that they are stroke survivor.

Unless otherwise requested, data on members, carers and volunteers can be held for up to 4 years after no longer attending any meeting or social event by the group. The Secretary cleanses data after the AGM each year.

- A member can access their details at any time by consulting the membership list or advising the Secretary or member of the Management Committee.
- The printed membership list contains the following statement in red ...  
“CONFIDENTIAL - PRIVATE INFORMATION DO NOT CIRCULATE OUTSIDE OF WOKING STROKEABILITY
- The minimum data required for remaining a member is name, address and an email address or contact phone number. Ideally, we prefer both an email address and a phone number.
- Personal details can be updated at any time by a member advising the Secretary or member of the Management Committee.
- Members can remove their consent to Woking Strokeability processing their data (i.e. object to use of their data) at any time, however if this results in their data being less than the minimum required it will result in the member being suspended.
  - If after suspension, a member would like to return consent they will need to complete an application form to confirm their contact details and consent.
- Membership details can be erased at any time at the request of a member or their carer. This will result in the data being deleted and the member leaving Woking Strokeability.
- If you have a concern about the way Woking Strokeability is handling your information we will take your concern seriously and work with you to try to resolve it. If we cannot resolve your concern, you have the right to contact the Information Commissioner’s Office (ICO).