



PRIVACY NOTICE

What's this about?

Personal data is information that relates to a living individual who can be identified from that data, either on its own or also using other information that the Data Controller holds.

A Data Controller holds personal data and makes decisions about everything that happens to it, including how it is stored, who it is shared with and when it is deleted. Any action like this is referred to as "processing".

The processing of personal data is governed by the General Data Protection Regulation ("GDPR")

GDPR requires us to explain to you what personal data we hold about you, what we do with it and why.

Who are we?

Sister Act is a social group for "women who like women". We're entirely run by volunteers. Our communications and activities are aimed at supporting our members and encouraging them to organise friendly discussion and social events.

We are an unincorporated association – this means that we are a group of people who act together. We're not a company or a group with any separate legal status. We don't have a formal committee with specified posts. We make decisions at Review Meetings, which happen several times a year. Everyone is invited to those meetings and can help make those decisions.

Data Controller

Sister Act is the Data Controller for your personal data.

In practice, personal data will be handled in accordance with this notice. If we need to make any changes, we will agree those changes at a Review Meeting and we will tell you before we take any action.

If you need to contact anyone about your personal data, you should email :
sisteractmembership1@gmail.com

What personal data do we collect?

We have a database which lists all members and whether they have paid their annual subscription. This includes any contact details which you have provided (eg. email, phone number, postal address).

We have a record of who has signed up to the Yahoo Group email service.

We have a list of who has signed up to the Facebook group page.

We also have a website, which contains information about members – for example when they have taken part in events, or written articles for the newsletter. We may receive personal data from you if you use the website to send a membership request, or if you use the contact form.

We have an archive of newsletters dating back to the start of Sister Act. This includes any contact details and photographs which members provided for publication.

We will receive personal data from you if you email us. We regularly delete old emails that are no longer needed.

And just so you know: some members pay their subscription using PayPal via our website. When you do that, we don't receive your payment details – your personal data remains with PayPal at all times.

Why do we process your personal data?

We process your personal data so that we can :

- Administer the membership of Sister Act, including collection and recording of subscription payments
- Deal with your requests to be added to the Yahoo Group email service and Facebook page
- Publish the newsletter and website, to keep members in touch with events and each other and to facilitate discussion and support for members.

What is the legal basis for processing your personal data?

GDPR defines data “concerning a natural person’s sexual orientation” as “special category personal data” – this is given extra protection.

We treat all of your personal data as though it was this special category data, as we believe that’s the right thing to do.

GDPR sets out various ways in which Data Controllers have a legal basis for processing this data. In our case, we process your data because :

- we have **explicit consent** from you – for example we always check before using photographs in our newsletter. We add you to the Facebook group and the Yahoo Group email service because you have asked us to do so ;
- we are a **not-for-profit making body with a philosophical aim**. The processing relates only to members or former members (or those who have regular contact) and there is no disclosure to any third party without consent ; or

- it is necessary for the purpose of our **legitimate interest** in running Sister Act, for example in keeping a list of membership details. We have to meet a legal test to do this : we meet that test because :
 - Purpose : we process your data for the purpose of running Sister Act, enabling you to access different services and to communicate with you
 - Necessity : processing your contact details is necessary to enable us to send newsletters and other communications ; processing your details is necessary for us to maintain accurate membership lists and to add you to Yahoo Mail and Facebook groups
 - Balance: our interests in using your personal data do not override your rights and freedoms, you can unsubscribe or object to processing at any time.

Newsletters on the website

Newsletters are available on the website to individuals who contact us to ask for a password. We remove details such as contact emails, although photographs remain in place. We always make sure that members are happy for their photos to be used in our newsletters.

Sharing your personal data

We treat your personal data as strictly confidential. We only share it within Sister Act for the purposes of setting up services, such as adding you to the Facebook group. We do not share your personal data outside Sister Act without your consent.

Transfer to third countries

We use email and website hosts which may be based outside the UK. We make sure that we use companies with appropriate privacy safeguards in place.

How long do we keep your personal data?

We keep your data for as long as you are a member.

Note that the website and archive of newsletters contain older personal data. We don't share that data without consent.

Your rights

You have the right to:

- request a copy of any personal data which Sister Act holds about you
- request that Sister Act corrects any personal data about you if it's not right or out of date
- request that personal data about you is erased
- withdraw your consent to processing at any time
- request that Sister Act provide you with your personal data and, where possible, transmit it directly to another Data Controller - this is known as data portability
- if there is any dispute over your data, to request that a restriction is placed on your data
- object to the processing of your data

If you're not happy with how we're processing your personal data, please contact **sisteractmembership1@gmail.com**

If we can't resolve things with you, then you can complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF : [www. ico.org.uk](http://www.ico.org.uk)