



## Privacy Notice for Merton CIL's members

**This is about how we look after the information we have about you.**



**It is part of the Data Protection law in Britain and the General Data Protection Regulation.**

**General Data Protection Regulation:** these are rules about how people's information is used and kept safe.

**Some of the information is a bit difficult to understand. If you need help to understand anything in this document, please get in touch with us.**



# Contents - what is in this notice



1. What Merton CIL has to do under the GDPR



2. How Merton CIL website



3. Our main rules for looking after information about people



4. The types of personal information we need to keep



5. Consent: this means you giving us permission to keep information about you



6. Your rights



7. What happens if something goes wrong



## 8. How to contact us

# 1. What Merton CIL has to do under the GDPR

Main points:

GDPR is the law that says what Merton CIL to look after information about you.

It says we have to tell you about any information we have about you and how we look after it.



The **General Data Protection Regulation (GDPR)** is a law which tells organisations what they have to do to keep all the personal information they have about people safe and private.

It started in 2018.



It is called GDPR for short. In this document, we will use the letters GDPR when we talk about these rules.

GDPR says we have to tell you about the information we have about you and



- how we keep it



- what we do with it



- what your rights are.

Under GDPR, Merton CIL is seen as being in charge of the personal information we have about you and making sure it is kept safe and private.



## 2. How Merton CIL works



Merton CIL is a charity and is run by a **board of directors or trustees.**

**Board of Directors or Trustees:** this means the group of people who are in charge of the charity. They make the rules about a charity works and what it does.

The board makes the rules about how we look after the information we have about you.



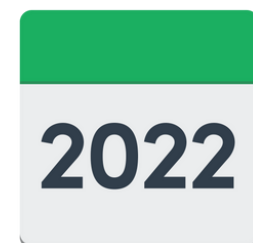
Merton CIL's Joint Chief Executive makes sure that we follow all these rules. The Policy and Strategy Manager is the 'data protection officer' for the organisation

We started using this Privacy Notice from 25 May 2018.



We can change or update it at any time.

We last checked it in January 2022.





### 3. Our main rules for looking after information about members

Main points:

We have to make sure the information we have about you is right and keep it safe.

We are only allowed to keep information about you that we need to keep in touch with you.

We will make sure:



- Information we have about you is right



- We only have information about you that we need to have.



- We keep information safe so other people cannot get it.

We will not give your information to other organisations.



## 4. The types of personal information we need to keep about members

Main points:

The types of personal information we need to keep include contact details and information for making sure we are helping all parts of the community.



These are the types of personal information we need and keep about members:

- Your name and contact information - your address, email address and telephone number



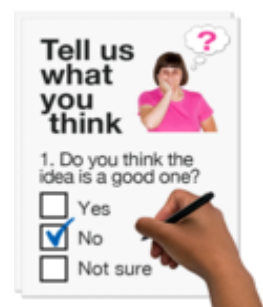
- Information about things such as race, religion, disability and sexuality that we use to check our members come from different parts of the community. You do not have to give us this information if you do not want to.



- If you come to one of our meetings, we ask you for information about your access needs so we can do everything right for you at a meeting or event. This can be medical information such as things you can or cannot eat or things we need to do if there is a problem.



- Any feedback you give us in surveys or questionnaires.



- Photographs from meetings and events.



- If you visit our offices, we will ask you to give your name and the time you get here and the time you leave.



## 5. Consent

**Consent** means saying you agree with something being done that will affect you.

Main points:

If you become a member, you are giving Merton CIL consent to keep your contact details and send you information.

You can stop being a member at any time and we will stop sending you information.

Anyone who becomes a member of Merton CIL gives consent for us to keep their contact details and send them information.



People can change their mind about consent at any time. Please contact us if you want to stop being a member and we will stop contacting you.

We will keep some information for our records for up to a year and then we will delete them.



## 6. Your rights

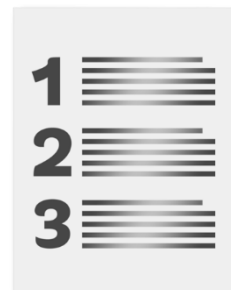
Main points:

You have the right to check what information we have about you and rights to tell us what to do with it.



You have these rights under GDPR:

- The right to be told about what information we have about you.



- The right to look at that information.



- The right to change anything that is wrong in the information we have about you.



- The right to ask an organisation to delete all information we have about you.



- The right to tell an organisation not to keep information about you that you do not want them to keep.



- The right to get your personal information from us to give to other people to use or do anything else you want to with it





- The right to complain about personal information that we have about you



It is important to know that we do not always have to do the things that you ask us to do under these rights.

This can happen if you ask us to change information about you that we think is right. Or if you ask us to delete information about you and we can show that we need the information because of the reasons we give in this notice, then we do not have to delete the information.



You can find out more about your rights under GDPR at [www.ico.org.uk](http://www.ico.org.uk).

If you are not happy with how we are using your personal information, you can tell the **Information Commissioner's Office** ([www.ico.org.uk](http://www.ico.org.uk)) that you think there is a problem.



**The Information Commissioner** makes sure organisations meet the GDPR and other laws about personal information.

## 7. What happens if something goes wrong

### Main point

If something goes wrong, like someone getting into our computer system, we might have to tell you about it and report it.

Under the General Data Protection Regulation there are important things that we have to do if something goes wrong with how we look after the personal information we have about you.



Things that can go wrong include us losing information or people who do not work for Merton CIL breaking into our files or computers.

The GDPR calls this a data breach. This means that law has been broken about how information should be kept.





If this happens at Merton CIL, we will check how bad it has been and what problems there might be for you.

If we think there is going to be a problem, we have to report what has happened to the Information Commissioner's Office. If it is something you need to know about, we will contact you.



One of Merton CIL's managers will decide whether it is something that needs to be reported.

We always keep a note when something like this happens.



## 8. How to contact us

- By telephone: 0203 397 3119



- By post: Vestry Hall, 336 London Road, Mitcham, Surrey, CR4 3UD



- By email: [info@mertoncil.org.uk](mailto:info@mertoncil.org.uk)



Please contact us if:



- you have any questions



- you are worried about any personal information we have about you



- you want to ask us to do anything you have a right to ask us to do under the General Data Protection Duty.

The person you should contact is Charlet Wilson,  
Acting Joint Chief Executive and  
Office/Communications Manager.