

GDPR

To comply with the UK General Data Protection Regulations 2018, this policy is designed to make clear how we look after your personal data and your rights under the Regulations.

We are responsible for ensuring that any data you entrust us with is:

- Truly secure
- Viewed only by those who really need to view it
- Limited to what is needed
- Accurate and up to date
- Only kept whilst it is needed
- Deleted/destroyed after it is not required
- Available to be seen by its owner on request
- Not shared with 3rd parties without your consent
- Easily amended if incorrect.

WHAT DATA DO WE HOLD?

The personal data that we hold is your name, telephone number, postal and email address given to us when you join the American Women's Club London (AWCL), or when you last updated that data. This also includes information about your emergency contact details, when you moved to the UK, professional background and USA location information. We will also hold payment information you provided to pay for membership and activities.

WHY WE HOLD YOUR DATA

When you join AWCL you effectively gave us the lawful reason to hold your data in order that we can supply you with the services associated with your membership including e-newsletters, occasional emails about your membership or AWCL, and necessary communications regarding your subscription. We do not need to seek your explicit consent to continue to supply these things.

WHERE WE HOLD YOUR DATA

Our membership records are held on a third-party membership system which is managed by Wild Apricot, a company which is part of Personify and which is designed to manage the data of membership organisations. They are GDPR compliant and they enable us to keep efficient records of your membership details, and your subscription records. We are able to find and delete your record if requested. Wild Apricot's privacy policy is [here](#).

Access to the whole membership system is only available to trusted AWCL administrators. You can view the data held about you by logging in to the website using your personal password. If you are unable to access the online system and want to see the information we hold, please contact membership@awclondon.org or call +44 (0)20 8088 3192.

Wild Apricot does not store your financial details, but gives you the option for members to store card details for faster checkouts and the secure data is then transmitted to and stored by a PCI-compliant payment processor rather than within Wild Apricot itself. Further details about the security of your financial data is available on the Wild Apricot website.

AWCL will not pass on your data to any other organisation without your explicit permission.

YOUR RIGHTS OVER YOUR DATA

You have the right at any time to:

- Ask us what data we hold about you
- View your own membership record to view and update your own data
- Ask to have your data corrected or deleted. Please note that deletion means we are no longer able to contact you to offer any membership benefits, and will cancel your membership subscription.

COOKIES

A 'cookie' is a small text file that is placed on a user's computer hard drive by a website. You will need to enable cookies in order to access Wild Apricot. When you visit Wild Apricot, cookies may also be placed on your computer by third-party services that are integrated into the Site you are visiting. Wild Apricot's cookie policy is [here](#).

HOW TO CONTACT US

You can ask what data we hold on you and request that it be amended, or deleted if you wish to cease to be a member by contacting AWCL at membership@awclondon.org or call +44 (0)20 8088 3192.

In accordance with the Data (Use and Access) Act 2025, you are generally required to raise a complaint with us first. We will acknowledge your complaint within 30 days.

If you remain dissatisfied, you can complain to the ICO:

- ICO Helpline: 0303 123 1113
- Website: <https://www.ico.org.uk>