



# Monumental Women of Wellington (WOW) Privacy Policy

## 1. Introduction

Monumental Women of Wellington (WOW) is committed to protecting your personal information and respecting your privacy.

This policy explains how we collect, use and store personal information when people join our mailing list, become members, or take part in activities organised by the group.

## 2. What Information We Collect

We may collect the following personal information:

- name
- email address
- contact details
- information provided when completing surveys or forms
- bank details where required for refunds or payments

We only collect information that is necessary for the running of the group.

## 3. How We Use Your Information

We use personal information to:

- communicate with members about meetings, events and activities
- manage membership and mailing lists
- organise group activities and subgroups
- process payments or refunds where necessary
- improve the activities offered by the group

We will not use your information for marketing unrelated to the group.

## 4. Email Communications

If you sign up to our mailing list, we will use your email address to send updates about the group, including:

- events and meetings
- activities and subgroups
- group announcements

You can unsubscribe from these emails at any time using the link in the email.

## 5. How We Store Your Information

Personal information is stored securely using trusted online tools such as:

- Mailchimp or Brevo for mailing lists
- Jotform for forms and surveys

Access to this information is limited to members of the organising team who need it to help run the group.



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## 6. Sharing Information

We will not share your personal information with third parties except where necessary for the running of the group (for example, using online tools such as Brevo to send emails).

We will never sell or share your personal information for marketing purposes.

## 7. Data Retention

We will only keep personal information for as long as it is needed for the running of the group.

Members may request the removal of their information from our records at any time.

## 8. Your Rights

Under UK data protection law, you have the right to:

- request access to the personal information we hold about you
- request correction of inaccurate information
- request deletion of your personal information

Requests can be made by contacting the organising team.

## 9. Contact

If you have any questions about this privacy policy or how your information is used, please contact:

monumentalwomen@outlook.com

## 10. Photographs and Media

From time to time, photographs or short video clips may be taken at Monumental Women of Wellington (WOW) events for the purpose of promoting the group and documenting our activities.

These images may be used on:

the WOW website

WOW social media pages

promotional materials or newsletters

local publicity relating to WOW events

We will always aim to take photographs respectfully and in a way that reflects the inclusive and supportive nature of our community.

If you do not wish to appear in photographs or videos, please let an organiser know at the event or contact us in advance and we will ensure you are not included in images used by WOW.

We will not share photographs with third parties for commercial purposes.