Monumental Women of Wellington (WOW)

Privacy Notice

Version 1.0 | Adopted: 1st May 2026 | Review Due: 1st April 2027

This notice explains how Monumental Women of Wellington (WOW) collects, uses and stores your personal information.

WOW is registered with the Information Commissioner's Office (ICO).

Registration number: ZC138410

We handle all personal data in accordance with UK GDPR 2018 and the Data Protection Act 2018.

1. Who We Are

Monumental Women of Wellington (WOW) is a private, voluntary women's community group based in Wellington, Somerset. We are an unincorporated association, not a charity or limited company.

For data protection purposes, WOW's organising team acts as the data controller. You can contact us at:

info@monumentalwomenofwellington.org

2. What Information We Collect

We may collect the following personal information when you join WOW, sign up to our mailing list, register for an event, or take part in our activities:

- Your name
- Email address
- Contact telephone number (if provided)
- Information provided when completing membership forms or surveys
- Bank details where required for refunds or payments — see Section 5
- Information you choose to share when registering for events via Eventbrite
- Information you choose to share in any WOW members area — see Section 7

We only collect information that is necessary for running the group. We do not collect sensitive personal data such as health information or ethnicity unless you choose to share it with us directly for a specific purpose.

3. How and Why We Use Your Information

We use your personal information to:

- Communicate with members about meetings, events and activities
- Manage membership and mailing lists
- Organise group activities and subgroups
- Process event registrations and bookings
- Process payments or refunds where necessary

- Improve the activities offered by the group

We will not use your information for marketing unrelated to WOW.

Our lawful basis for processing your data:

For members: Legitimate Interests, the running and administration of WOW as a membership organisation. We have assessed that this does not override your rights and freedoms as a member.

For our mailing list: Consent, you have actively signed up to receive communications from us. You can withdraw this consent at any time by unsubscribing.

For event bookings via Eventbrite: Contract, processing your registration is necessary to fulfil your booking.

4. Email Communications

We use Brevo to manage our mailing list and send group communications including event announcements, meeting updates and group news. If you sign up to our mailing list, your email address is processed by Brevo's systems in accordance with their privacy policy.

You can unsubscribe from our emails at any time using the unsubscribe link in any email we send, or by contacting us at info@monumentalwomenofwellington.org.

5. Bank Details

On occasion, we may ask for bank details to process a refund or payment. Bank details are used solely to process the specific transaction and will be held by the bank for auditing purposes.

6. Event Bookings — Eventbrite

WOW uses Eventbrite to manage bookings for some events. When you register for a WOW event via Eventbrite, the information you provide (such as your name and email address) is processed by Eventbrite in accordance with their own privacy policy, available at eventbrite.co.uk/support/privacy.

WOW receives basic registration information, typically your name and email, for the purpose of managing attendance at the event. This information is used only for that event and is not added to our general mailing list without your separate consent.

If an event has a charge, payment is processed by Eventbrite directly. WOW does not receive or store your payment card details.

7. Members Area

WOW is developing a members-only online area for members to access group information, resources and communications. This section will be updated when the members area launches.

When the members area is live: you will be asked to create an account using your email address. Any information you choose to add to your profile will be visible to other members unless you choose otherwise. You can request deletion of your account and associated data at any time by contacting us.

The members area will be provided via a third-party platform. Details of that platform and its privacy policy will be added here when confirmed.

8. Social Media — Facebook and Instagram

WOW has a presence on Facebook and Instagram. These platforms are operated by Meta Platforms Inc. and have their own privacy policies, which govern how your data is handled when you interact with our pages.

When you like, comment on, share or message WOW's social media pages, your interaction is subject to Meta's terms and privacy policy, not WOW's. We encourage you to review Meta's privacy information if you have concerns about how your data is used on those platforms.

WOW uses our social media pages to:

- Share information about events, activities and group news
- Post photographs from WOW events (subject to our photography policy — see Section 10)
- Respond to messages and comments from members and prospective members

We do not use Facebook or Instagram advertising tools to target individuals, and we do not use social media insights data to build profiles of individual members.

9. How We Store Your Information

Personal information is stored and processed using the following tools:

Tool	What we use it for	Their privacy information
Brevo	Mailing list and email communications	brevo.com/legal/privacypolicy
Jotform	Membership forms and surveys	jotform.com/privacy
Eventbrite	Event registrations and bookings	eventbrite.co.uk/support/privacy
Facebook / Instagram (Meta)	Social media presence and communications	privacycenter.facebook.com
Members area platform	[TO BE CONFIRMED]	[TO BE CONFIRMED]

Access to personal information held directly by WOW is limited to members of the organising team who need it to help run the group. We do not store personal information on shared or unsecured systems.

10. Sharing Your Information

We will not share your personal information with third parties except:

- Where necessary for the running of the group, for example, your email address is processed by Brevo when we send group communications
- Where you have registered for an event via Eventbrite, Eventbrite processes your registration data in accordance with their own privacy policy
- Where required by law

We will never sell your personal information or share it for marketing purposes. We will never share it with any other organisation without your explicit consent.

11. How Long We Keep Your Information

We only keep personal information for as long as it is needed:

- Member data is held for the duration of your membership and deleted within 12 months of you leaving WOW, unless there is a specific reason to retain it
- Mailing list data is held until you unsubscribe
- Event registration data from Eventbrite is held for 12 months after the event
- Payment and refund records are kept for 6 years in line with HMRC requirements
- Safeguarding records, where they exist, are kept for a minimum of 7 years in line with regulatory best practice

You may request deletion of your information at any time, see Section 12.

12. 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 any inaccurate information
- Request deletion of your personal information
- Withdraw consent to receive our mailing list at any time
- Object to our use of your data where we rely on Legitimate Interests
- Lodge a complaint with the ICO if you are unhappy with how we have handled your data

To exercise any of these rights, contact us at info@monumentalwomenofwellington.org. We will respond within 30 days.

To complain to the ICO: ico.org.uk | 0303 123 1113

13. Photographs and Video

From time to time, photographs or short video clips may be taken at WOW events for the purpose of promoting the group and documenting our activities. These images may be used on:

- WOW's Facebook and Instagram pages
- Promotional materials or newsletters
- Local publicity relating to WOW events

We will always 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, it is your responsibility to make this known at the time photographs or videos are being taken, for example, by stepping out of frame or letting the photographer know. We cannot guarantee that other attendees will remember individual preferences, so please speak up in the moment. If you have a consistent preference, you are also welcome to let the organising team know, and we will do our best to support this.

We will not share photographs with third parties for commercial purposes. Where a photograph of an identifiable individual is to be used for a specific purpose beyond general WOW promotion, such as a press release or funding application, we will seek your explicit consent at the time.

14. Changes to This Notice

We may update this Privacy Notice from time to time, for example, when new tools are adopted (such as the members' area). The current version will always be available from the organising team on request and on our social media pages. Members will be notified of any significant changes.

15. Contact

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