*Wandsworth Work and Play* GDPR Privacy Notice

Our contact details

Work and Play Scrapstore.  
Hazelhurst Estate  
13 Blackshaw Road  
London  
SW17 0DA  
Email: [info@workandplayscrapstore.org.uk](mailto:info@workandplayscrapstore.org.uk)  
Tel: 020 8682 4216  
Website: <https://www.workandplayscrapstore.org.uk/>  
Registered in England as Wandsworth Work and Play, Charity No. 1041641 Company No. 02234306  
  
Your main point of contact for data protection matters is Wandsworth Work and Play Data Protection officers – please email concerns of this nature to [info@workandplayscrapstore.org.uk](mailto:info@workandplayscrapstore.org.uk)

What type of information we have

We only collect and process personal information from our members. This information includes:  
-Name  
-Organisation Name/Type (if applicable)  
-Postal Address  
-Email Address  
-Borough   
-Phone Number  
-New or Renewing Membership

How we get the information and why we do we have it

We only collect information directly from our new members via the membership form used in store (and displayed on our website).  
  
We collect this information so we can inform our members of any changes to our service and to send them relevant Renewal/Marketing information. We base the legality of this contact on a shared legitimate interest - since members have exchanged money for our service.  
  
All members (current and lapsed) have the right to stop receiving marketing information at any time by emailing ‘unsubscribe’ to:  
info @workandplayscrapstore.org.uk

Such members will have their contact details erased and be placed on a suppression list.

What we do with the information

We use this information to keep our members updated on our service and to send marketing and renewal emails. Wandsworth Work and Play has a policy of only sending marketing and renewal emails to current members or those who have lapsed in the 18 months previous – If a lapsed member does not respond to a renewal email they are automatically put onto our suppression list and their contact details are erased.  
  
We will never share your personal details with other organisations, businesses or third parties.



How we store your information

We hold all information securely online in a password protected intranet system. All information submitted via physical forms is transferred to our secure intranet system and then the forms are shredded. We only store the personal information of current members or those who have lapsed in the last 18 months. Any members who lapsed more than 18 months ago or have asked for their details to be removed – will automatically be erased from our system and placed on our suppression list.

Your data protection rights

Under data protection law, you have rights including:  
  
- The right to data portability - entitles an individual to receive a copy of their personal data; and/or have their personal data transmitted from one controller to another controller. Individuals have the right to receive their personal data and store it for further personal use.  
  
-The right to object to processing for the purposes of direct marketing, whatever lawful basis applies.

How to complain

You can complain to us at [info@workandplayscrapstore.org.uk](mailto:info@workandplayscrapstore.org.uk) or directly to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113



Notice Completed 31/3/2021