



CAW Data Privacy Policy

1. Introduction

Chinese Association of Woking (CAW) is a registered charity. The object of the Association is to advance the education of the public in all aspects of Chinese culture, arts, tradition, history and language and in particular but not exclusively to persons of Chinese origin or descent, without distinction of sex, political or other opinions, resident or working within (but not limited to) the borough of Woking and the surrounding area (“the Area of Benefit”), the promotion of racial harmony within the Area of Benefit and to provide or assist in the provision of facilities in the interests of education, health, social welfare and recreation and other leisure time occupation to improve the social, educational, cultural and physical development of the inhabitants of the community in the Area of the Benefit.

To further this objective, CAW delivers a number of services, some of which involve the collection, gathering and processing of information that is considered personal information. The way in which the CAW processes this type of information will comply with the requirements of the General Data Protection Regulations (GDPR).

The purpose of this privacy notice is to explain how your personal information is processed and provide information about the rights you have under data protection legislation. For each of the CAW’s functions that use personal information, details are provided about what information we collect, how we use that information, and what happens to your information when it is no longer required.

2. What information is collected? And how will you use it?

CAW Membership

The CAW collects the following information:

- Personal Information (name, occupation, spouse name, children names, dates of birth and gender)
- Contact details (address, email address, home telephone number and mobile number)

How will you use my information? To provide services to members, to share cultural information with members to further CAW’s objective, keeping members informed of membership status, inform you of CAW events such as Chinese New Year and the Mid-Autumn Festivals, to issue newsletters and information that we feel is of relevance to the community.

CAW also uses social media platforms such as WeChat, Facebook and WhatsApp to communicate and share information.

Any correspondence is designed to keep members updated with relevant information to enable them to participate fully. The CAW uses your consent to do this. You can withdraw this consent at any time by notifying CAW or by removing yourself from any social media groups.



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The CAW continuously strives to ensure the content of any correspondence is as relevant to those who wish to receive it. We may also use this information to verify you still wish to receive correspondence from us.

CAW School

The CAW School collects the following categories of information:

- Personal Information (names, dates of birth, address, ethnicity, gender, nationality)
- Contact details (address, email address, home telephone number and mobile number)
- Attendance (classes, sessions attended, number of absences)
- Assessment information (results)

How will you use my information? The CAW School will use the data to operate and manage the school classes, as well as keep you informed of class term dates, school fees, school activities and general updates.

Will my information be passed to anyone else?

The information that you provide when you sign up to receive correspondence from us is only used within the CAW. Your information is not passed to any other third party or recipient without prior consent.

In the instance of CAW representatives asking for additional personal information it is done so independently and any such information is not collected on behalf of the CAW. This includes any information used to add members to WhatsApp or WeChat groups. The CAW is not responsible for or affiliated with any social media groups set up independently by any parent/carer who may or may not be an active member of the CAW.

Will my information be transferred internationally? The CAW will not transfer information internationally.

What happens to my information when it is no longer required?

Membership form related personal data will be deleted after 2 years

Student application form data will be deleted after 7 years

You can ask to be removed from the mailing list for the CAW at any time and the CAW will delete your contact details with immediate effect.

3. Additional Information

This section provides further explanation of some of the legal terms used above, together with information about the rights available to you when the CAW processes your personal data.

Legal basis for processing

The CAW is required to provide information to demonstrate that the way in which it is processing personal information is lawful, which includes providing information on the legal basis for processing.



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The legal basis for CAW processing personal data is:

1. The CAW has consent from the person whose personal information is being processed.
2. The processing is necessary for performance of a contract or to enter into a contract with the person whose personal information is being processed. *The activities of the school and cultural classes fall under this basis.*

Your Rights Under the GDPR, you have a number of rights in relation to your personal information. You have the right to:

- request access to your personal information;
- request rectification of your personal information which means you can have inaccurate personal information corrected without undue delay;
- request erasure of your personal information when certain conditions apply;
- restrict processing under certain circumstances;
- object to processing;
- data portability in some circumstances.

Where your personal information is being processed using consent, one further right is the right to withdraw your consent at any time. You should be aware that, while the CAW will stop using your information for that purpose with immediate effect, it may not always be possible to remove information from the public domain, for example where it has been used in hard copy publications.

Complaints or queries

Should you be unhappy with the way in which the CAW has processed your personal data or have any queries, we would like to try and resolve this directly with you in the first instance. Please contact us at info@cawoking.org.uk to discuss your complaint or query.