**Description of processing:** The following is a broad description of the way this organisation processes data. You may also need to refer to other personal communications with you, or you may contact us about your personal circumstances.

**Nature of work**: Vitality Villages is an unincorporated community association based at The Integrative Health Centre (IHC), Herstmonceux with the aim of promoting health and wellbeing through activities whereby individuals, families and communities feel better informed, empowered, healthier and happier. There is no link whatsoever with NHS/IHC patient records and members/users of Vitality Villages do not have to be registered with the IHC or any other local medical practice.

**Reasons for processing information:** We process personal information to enable administration of our membership records and activities including fundraising, to maintain our accounts and records and to complete any health and safety or legal obligations arising from our activities. It is used to keep members informed of the activities of Vitality Villages and local community groups.

**Type of information processed:**

Name address, telephone numbers and email addresses.

Medical conditions volunteered by individuals prior to any physical activity or use of our mechanical equipment as part of any health and safety compliance.

Bank account details for individuals and organisations that require payment from Vitality Villages.

VV produces a printed Local Directory of services, businesses and community activities. Any personal data included in the publication is with the consent of the individual supplying information for the Directory. VV Membership data is not linked to or published in the Directory.

**Who is the information processed about?**

Our members, supporters, participants in our activities, sponsors and suppliers.

**Who the information may be shared with?**

We sometimes need to share the information with the individual themselves, and with other organisations directly associated with our activities. When this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). We may be instructed to comply with other legal requirements. What follow is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons:

Where necessary we may share information with family, associates and representatives of the person whose personal data we process. We may also share with other local community organisations with similar interests and with which the individual is a member or has expressed an interest in being referred to. We may be required to declare data to HMRC, Law Courts and the Information Commissioners Office for Data Protection.

**Transferring information overseas:**

We do not transfer any personal information outside the United Kingdom.

**Individual rights.**

On request to the Secretary, an individual may ask to see a copy of all their personal data held by Vitality Villages, to have their data corrected or deleted. We will respond within 30 days. Members and users of Vitality Village activities are at liberty to decline to give personal information but should note that where such refusal causes conflict with our Health and Safety obligations then participation in that activity may be refused or restricted. The reasons will be given.

**Vitality Villages April 2018.**