**How Vitality Villages records and deals with your personal information.**

**Description of processing:** The following is a broad description of the way this organisation processes data. You may contact us about your personal circumstances.

**Nature of work:** Vitality Villages is an unincorporated community organisation based at the Integrative Health Centre (HIHC) Herstmonceux with the aims 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/HIHC patient records and members/users of Vitality Villages do not have to be registered with the HIHC or any other local medical practice.

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

**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.

VV Produces a local directory of services, businesses and community activities. Any personal data included in the publication is with the consent of the individual supplying the information. 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). Where necessary we may share information with family, associates and representatives of the person whose personal data we process. 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 their personal data held by Vitality Villages and to have their data corrected or deleted. We will respond within 30 days. Members and users of Vitality Villages 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 2018.**