

THE WOODARD CORPORATION PRIVACY NOTICE



1. OVERVIEW

- 1.1 We take our obligations under privacy and data protection law very seriously. This privacy notice is designed to help you understand what personal information we collect, why, how we use it and with whom we share it. It also explains the rights you have in connection with your personal information, including how to contact us

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- 4.8 When it is in our legitimate interests to do so: as part of our engagement and efforts to build long-term relationships with those who support Woodard (Fellows, trustees, governors, members), we will send you communications via post and email unless you have told us you do not wish to receive these communications. This need not be an 'all or nothing' option and 'supporters' can choose not to be included in distribution lists

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assurances that personal data will be kept securely and only in accordance with Woodard's specific directions.

7. RETENTION POLICY

- 7.1 Woodard establishes its policies for document retention in cognisance of the guidelines provided by the Information and Records Management Society, but with discretion being applied in instances relating to child protection, payroll and pensions, for example.
- 7.2 Paper and electronic copies of forms and correspondence relating to membership of Woodard, eg Corporate Fellows, Fellows Emeritus/Honorary Fellows and Members of Woodard, are kept for ten years after an individual ceases to be involved in Woodard in such capacity.
- 7.3 If you have any specific queries about how our retention policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Office Manager, The Woodard Corporation, High Street, Abbots Bromley, Rugeley, Staffordshire WS15 3BW. However, please bear in mind that Woodard will often have lawful and necessary reasons to retain some personal data

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