

# Wolsey Road Club

## Data Policy

12<sup>th</sup> April 2018

### About this Policy

This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <http://wolseyroadclub.co.uk> regularly for any amendments (but amendments will not be made retrospectively).

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### Who are we?

We are Wolsey Road Club. We can be contacted at [secretary@wolseyroadclub.co.uk](mailto:secretary@wolseyroadclub.co.uk) or by writing to the current Secretary at 39 Viking Heights, Martlesham, Woodbridge, IP12 4RT.

## What information we collect and why

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es)	Managing the Member's membership of the Club. Contacting the Member with Club operational information.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Emergency contact details	Contact the Member's next of kin (or equivalent) in the event of emergency.	Protecting the Member's vital interests and those of their family.
Date of birth	Managing membership categories which are age related. Managing club records and awards which are age related.	Performing the Club's contract with the Member.
Gender	Managing club records and awards which are gender related.	Performing the Club's contract with the Member.
Member's name, e-mail address(es) and postal address(es)	Notifying the Member of news, upcoming events and activities in the Club.	Consent. We will seek the Member's consent on their application form (for new members) and via the website, e-mail or post (for existing members) to send informational messages. The Member may withdraw their consent at any time by contacting the Club via e-mail or letter.

## How we protect your personal data

We will not transfer your personal data outside the EEA (or to the US without protection of the Privacy Shield - <https://www.privacyshield.gov> ) without your consent.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

Please note, however, that where you are transmitting information to us over the Internet this can never be guaranteed to be 100% secure.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## Who else has access to the information you provide us?

We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph below.

We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

## How long do we keep your information?

We will hold your personal data on our systems for as long as you are a member of the Club and normally for up to two years after membership ceases. We will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

We securely destroy all financial information once we have used it and no longer need it.

## Your rights

You have rights under the GDPR:

- a) to access your personal data
- b) to be provided with information about how your personal data is processed
- c) to have your personal data corrected
- d) to have your personal data erased in certain circumstances
- e) to object to or restrict how your personal data is processed
- f) to have your personal data transferred to yourself or to another business in certain circumstances.

You have the right to take any complaints about how we process your personal data to the Information Commissioner <https://ico.org.uk/concerns/> tel: 0303 123 1113.

For more details, please address any questions, comments and requests regarding our data processing practices to our Secretary – [secretary@wolseyroadclub.co.uk](mailto:secretary@wolseyroadclub.co.uk) .

## Change log

Version	Changes	Date
1	First issue.	28 <sup>th</sup> February 2018
1.1	Amended to include consent for postal messages in addition to e-mails.	12 <sup>th</sup> April 2018