**Beenham Club**

**General Data Protection Regulations**

**Privacy Policy**

**About this policy**

This policy explains when and why we Beenham Club collect personal information about our members and how we use it; keep it secure and club member’s rights in relation to it. We will collect, use and store personal data, as described in this Data Protection Policy when people apply for membership / are members.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our Club notice board regularly for any amendments or visit [www.BeenhamClub.co.uk](http://www.BeenhamClub.co.uk).

We will never share your personal data with any third parties.

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).

**Responsible person**

For the purposes of the GDPR, The Club Membership Secretary will be the “controller” of all personal data we hold about club members. The Membership Secretary is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

**Member’s rights**

You have rights under the GDPR:

* To access your personal data
* To be provided with information about how your personal data is processed
* To have your personal data corrected
* To have your personal data erased in **certain circumstances**
* To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the Membership Secretary.

**Specific use and sharing of personal information**

Your personal data (name, address) will be used when you join the club. Your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about news/work at the club, closure, competition entries/results and other important notices etc. Your name/address and email address will not be passed to anyone else outside the club and your email will only be given to someone outside the club with your permission.

**The Lawful reasons for processing your data.**

We have three lawful reasons for processing your data, which are:

(a) Processing is necessary for compliance with our legal obligation

(b) Processing of your data is necessary for the administration of your membership contract.

(c) You have given consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy.

The tables below give further explanation of which lawful reason applies to which data and why we collect it.

**What Information we collect, why we collect it, and who we share it with**

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

**Data processed under our legal obligation**

|  |  |  |
| --- | --- | --- |
| **Type of information**  | **Purpose**  | **Shared with** |
| Members names and address | To meet our legal obligations | Committee  |

**Data processed as a requirement of managing your membership**

|  |  |  |
| --- | --- | --- |
| **Type of information**  | **Purpose**  | **Shared with** |
| Members address, telephone number(s), e-mail address | Managing the Members membership of the Club | Committee  |
| Dates membership commenced and ended | Managing the Members membership of the Club  |

**Enquiries and other communications with the club**

When enquiring about the club we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will only be retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis.

**How we protect your personal data**

The Data Controller will process membership information electronically and hold all information on a database on a secure computer. A backup of this information will be held on USB stick at Beenham Club secured by a locked safe. Paper copies of data will be held at Beenham Club and secured by locked safe. If it is necessary to transport data it will be kept secure.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

**Request to see your personal information**

If you wish to know what personal data the club holds please email the Membership Secretary Committee@BeenhamClub.co.uk and he/she will respond within 14 days of the request (depending on availability).

**Accuracy and retention of data**

Each individual member is responsible for keeping the Membership Secretary informed of changes to their data (e.g. address/telephone number etc.) and this is updated at renewal and you are at that time authorising the club to hold such data on file.

The data will be normally be kept for 2 years. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Names may be kept indefinitely for reason of historical significance – e.g. on trophies, plaques and other awards.