



## Data Protection Privacy Policy

Dated May 2018

### WE RESPECT YOUR PRIVACY

#### What data do we hold about you?

The content of the membership application forms as completed by people joining the club. The content may change as deemed appropriate by the club management committee.

As part of the members' club advantage card system, the members' bar purchase history is collected in terms of the cash value, not the products purchased.

A record of all the electronic communication is retained on our system.

#### How do we use your data?

The data held will only be used to communicate club activities, club promotions, club membership information and general letters.

The purchase history will be used to validate advantage card points, when requested by any member.

#### Where is the data held and who has access to your data?

Your data is held on the Club's computer, which is password protected, and the data may be backed up on to a remote USB as required.

Nominated members of the Management Committee together with any member authorised by the committee, may have access to the system.

People having access will sign a confidentiality agreement which will be countersigned by the current chairman.



## How do we communicate with you?

Communication to members will either be by email, post or telephone calls. The club should be entitled to use whatever method they think appropriate.

Members' data will not be intentionally given to any third party without the members' permission in writing.

When sending general communication emails to a member, only that member will receive that email.

Should a member see other members' emails, which should not be the normal practice, we trust that the member will respect the email privacies.

The management committee members may from time to time request members' phone numbers to contact them directly, under this circumstance these numbers will not be divulged to other members or any third party.

## Members' Rights

Members whose subscription has expired may opt out of the of the email communications at any time by advising the Management Committee in writing, but it is essential that the club be able to successfully communicate certain information i.e. the renewal notices.

Members may request a copy of the personal data held by the club at any time and we are, by law, committed to provide you with this data within one calendar month of your request.

Members may contact the Management Committee if they think that their personal data is being abused. It is the Management's responsibility to correct any misuse.

## General Information

Historic data will be held for current members and data will be held for 4 years for members whose subscription has expired.

**Approved by the Management Committee**

**Date: May 2018**