

## **Verwood Probus Club Data Privacy Policy**

### **General Data Protection Regulations - GDPR**

This legislation is all about giving you more control of how your personal data is used and how the Club can contact you. As a result, we are not able to keep you informed about what the Club has done or is planning to do unless we have your permission, so the following policy regarding how we use and store your personal information has been adopted.

### **Your personal data - what it is**

Personal data relates to a living individual which allows them to be identified from that data.

### **Who we Are**

Verwood Probus Club (hereafter the Club) is the data controller. This means that it decides how your personal data is processed and for what purposes.

### **How we Process your data**

The Club complies with GDPR regulations by keeping personal data up to date; by storing and destroying it securely; by not collecting unrequired data and protecting such data from loss, misuse and unauthorised access and disclosure. All such data will be held on secure computer files and website protected by appropriate passwords.

### **What data we hold**

Your name, date of birth (OPTIONAL and not included in any digital or printed listing of fellow Members), next of kin with their telephone number (OPTIONAL and not included in any digital or printed list of fellow members), and your address, any telephone numbers, email address, interests and any partner's name. If we are required to give some of this data or other information such as next of kin eg to a travel company, hotel or event host, that data will be subject to the data policy of the host organisation. We do not retain your bank details or financial information. We may also have a photograph of you – perhaps including your Partner – for example taken at a Verwood Probus Event which may be present in the Members Only Section on our Website. However to maintain Privacy, your name will not accompany your photograph, unless used to identify you as an Officer of the Club, in which case your optional consent would be requested.

### **Why we hold your data**

To administer membership records.

To inform you of club events, news and activities.

To facilitate the organisation of club meetings, functions and outings.

To notify you of issues relating to members' welfare.

To provide details to medical personnel in the event of a medical emergency.

To maintain club records and archives.

### **What the legal basis for processing your personal data is**

Explicit consent of the data Subject.

Any processing is carried out only to members and their partners and there is no disclosure to third parties without consent.

## **How we obtain your Consent?**

When you apply for membership, your membership form contains two signatures for you to make.

The first gives your consent to the Club collecting your data as defined above. This signature is mandatory for joining the Club.

The second signature is to permit your details to be circulated to other members of the Club so as to produce a digital or printed list of fellow members, honorary members, widows or partners. This signature confirms that you will keep this information secure and destroy it if you leave the club. This signature is not obligatory, but without it your details would not appear in any members list, and you would not be able to access this list.

A copy of this privacy policy will be provided to prospective and current members for them to make an informed decision.

## **How long we keep your data**

We keep your application form and other relevant data for as long as you are a member and normally for up to one year afterwards. In exceptional circumstances, data may be held longer by mutual agreement between member and club, but in all cases it will be removed as soon as is practical.

## **Your rights.**

You may request a copy of the personal data the Club keeps about you.

The right to request that the club corrects any inaccurate personal data.

The right to request your data be erased when it is no longer necessary and that the Club responds to your GDPR query within one calendar month.

The right to lodge a complaint with the information Commissioner's Office.

## **Further Processing**

If we wish to use your personal data for a new purpose not covered in the policy, we will explain the new use prior to this processing and seek your permission.

## **Contact details**

To contact the club regarding any queries about this policy, please contact, in the first instance, the Club Secretary. If your complaint is not resolved to your satisfaction you may make a formal complaint to the Information Commissioner's office 0303 123 1113.