

Privacy Notice for Tiverton Constitutional Club

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What personal data does Tiverton Constitutional Club collect?

The data we routinely collect includes members' names, addresses, email addresses telephone numbers and dates of birth. We collect this data directly from our members when they join the club, or ask for periodic updates.

Images may be collected in the form of a photograph during club functions, and published on the website or facebook page. By being a member you are consenting to this unless you opt out in writing.

For some of our members we may have additional information such as committee memberships, DBS checks done with the member's knowledge and permission. We will also keep information relating to disciplinary matters and sanctions.

What is this personal data used for?

We use members' data for the administration of your membership; the communication of information, and the organisation of events, we also publish members draw results on the notice board.

Who is your data shared with?

Your membership data is passed on to the committee and staff.

Where does this data come from?

Data for most of our members comes from them when they join the Tiverton Constitutional Club or when they update their information either directly or via annual renewal.

The information held by the Club may be updated by your club if you have given your permission to change your record

How is your data stored?

This information is mainly stored in digital form on computers and in the form of written documents stored at Tiverton Constitutional Club in a locked room.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring Tiverton Constitutional Club discharges its obligations under the GDPR is Mrs L Brooke MCIPD

Who has access to your data?

Members of the committee and staff of the Tiverton Constitutional Club have access to members' data in order for them to carry out their legitimate tasks for the organisation.

What is the legal basis for collecting this data?

Tiverton Constitutional Club collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

For some data, such as that relating to financial matters, and age, the basis for its collection and retention is to comply with our legal obligations. Similarly, personnel data is kept in compliance with our legal obligations.

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact dpo@tivertonconclub.co.uk

You can contact us via a "Subject Access Request" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

Does Tiverton Constitutional Club collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data".

We do not record any such special data/of these categories, the only data we record relates to the disabilities of members who have explicitly requested it to be recorded for the purpose of giving them assistance. If you wish to change this data on your record you can do so at any time by contacting Mrs L Brooke MCIPD.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- You could maintain your club membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address, but of course this would limit what we provide you with in the way of written information, so you would not be able to receive any other benefits that require a mailing address.
- You do not need to provide us with your date of birth if you confirm you are 18 years plus.
- You may choose not to receive information emails from the Tiverton Constitutional Club we do not send any out on behalf of other organisations.
- Any of these options can be implemented for your club membership by contacting dpo@tivertonconclub.co.uk

How long we keep your data for, and why?

We normally keep members' data the entirety of their membership. However, we will delete any former members data as part of cessation of membership.

What happens if a member dies?

We normally keep members' information after they die for the duration of their membership. If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.

Can you download your data to use it elsewhere?

No – any data required by you can be accessed by a SAR's as before mentioned.

I confirm I have read, understood and agree to my data being taken, stored and shared as per above Privacy Notice.

Print Full Name

Signed

Dated

Address

Mobile Number

Home Number

E Mail

Date of Birth