

Grayswood Club and Institute

Data Protection & Privacy Policy

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Grayswood Club and Institute, Lower Road, Grayswood. Surrey GU27 2DR

About this document

This privacy policy sets out the way we process Members personal data and we've created this privacy policy to make sure you are aware of how we use your data as a member of our Club.

How we collect your information

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website, or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership);
- From someone else who has applied for membership on your behalf (for example a family member who has provided us with your contact details for that purpose);

The types of information we collect

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you)
- Photographs are classified as personal data. Members acknowledge that photographs may be taken of them at the Club and used on the Club website. Where group photographs are being taken members will be asked to step out of shot if they don't wish to be in the photograph. Should a member wish at any time to remove their consent and to have their photograph removed then they should contact the Membership Secretary to advise that they no longer wish their photograph to be displayed.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express. More generally, we will use your personal data for the following purposes:

- Administration of your Club membership, including:
 - informing you about Club opening hours;
 - taking payment of membership fees;
- Communication about our Venue activities that we think may be of interest to you;

Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of our Club.

Examples of these essential service communications are:

- Records of transactions, such as payment receipts.
- Membership related mailings such as your membership renewal reminder, notices of formal meetings and information about Club closures and holiday opening hours.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Telephone: 07808 474147

Email: awheeler100@gmail.com

Sharing your information with others

We do not sell or share your personal data with other organisations.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid Club membership and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact Membership Secretary:

- by email: awheeler100@gmail.com;
- by telephone: 07808 474147;

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.