

#### **Hintlesham & Chattisham Social Club Privacy statement.**

- By providing your information you agree to Hintlesham & Chattisham Social Club storing and processing your information for the purposes as stated in its Privacy Policy.
- We have set out our Privacy Policy below with detailed information on when and why we collect your personal information, how we use it, and how we keep it secure.
- Hintlesham & Chattisham Social Club are committed to maintaining the trust and confidence of our members. We only collect information for functional use and no data is collected unnecessarily.

## **Hintlesham & Chattisham Social Club Members Privacy Policy**

### **What personal data does Hintlesham & Chattisham Social Club collect and where does this data come from?**

The data we collect includes members' names, addresses, email addresses. We collect this data directly from our members when they join the club.

### **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.

### **Who is your data shared with?**

Hintlesham & Chattisham Social Club does not share any personal data with any third party.

### **How is your data stored?**

This information is mainly stored in digital form on computers and in the form of written documents, stored securely with the Club membership secretary. We use an email platform for contact purposes and any information that is stored remotely is stored in compliance with the GDPR.

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

The person who is responsible for ensuring Hintlesham & Chattisham Social Club discharges its obligations under the GDPR is the Social Club Chairman and/or Secretary .

### **Who has access to your data?**

Members of the Hintlesham & Chattisham Social Club committee have access to members' data in order for them to carry out their legitimate tasks for the organisation. Other Social Club Members and staff of the Social Club have limited access to some of your data i.e. your name.

### **What is the legal basis for collecting this data?**

Hintlesham & Chattisham Social Club collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

### **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 Hintlesham & Chattisham Social Club Membership Secretary at [SocialClub.HC@gmail.com](mailto:SocialClub.HC@gmail.com). 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 Hintlesham & Chattisham Social 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.

### **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 may choose not to receive information emails from Hintlesham & Chattisham Social Club, for example. Contact the Social Club Membership Secretary to ask for any limitations to the use of your data ([SocialClub.HC@gmail.com](mailto:SocialClub.HC@gmail.com)).

### **How long we keep your data for, and why?**

Membership records are held for ONE year after they resign or their membership lapses in case they later wish to re-join. We will delete any former member's contact details entirely on request. A new renewal form must be completed each year in January or request for renewal must be sent by email to the Membership secretary.

### **What happens if a member dies?**

Membership information is held for one year and destroyed or deleted immediately if requested by their next-of kin.