

# Privacy Notice

## The Probus Club of Ledbury



### Introduction

This Privacy Notice sets out the way **The Probus Club of Ledbury** (hereafter The Club) processes your personal information and has been created to ensure you know how we use your data.

The Club is the 'data controller' of your personal data and is subject to the Data Protection Act and the General Data Protection Regulation. The Club's Data Protection Officer at the date of this notice is: *Tim Jackson, General Secretary, contactable by email at [secretary@ledburyprobus.org.uk](mailto:secretary@ledburyprobus.org.uk).*

### How we collect and store your information

Your personal records are held in a secure online database that can be accessed only by authorised Committee members. We collect your personal information directly from you in a few limited ways:

- I. On completing a membership application form, your details are entered into a secure online database;
- II. When you engage in any social events arranged by The Club, you may give us additional information.

Printed and electronic records will be stored in a secure manner on a password protected computer at the home of the Data Protection Officer and other Committee members as is necessary to perform their duties.

### The types of information we collect

We have a legitimate organisational interest to collect and use your information and rely on obtaining your consent to collect and use your personal information.

This is a condition of your membership of The Club including the distribution from time to time of your details to current members of The Club. The information we collect includes but is not necessarily limited to:

- I. Contact and communication information comprising your name, email address, telephone numbers and postal addresses, date of birth, brief career details and interests;
- II. The name of any wife or partner;
- III. Limited special data (e.g. food allergies) so that we can cater for your needs at The Club social events.

### How we use personal information

We may use your information for a number of other purposes including the following:

- I. Administration of membership.
- II. Advising you of events or activities organised by The Club, or by members that we think will be of interest to you.
- III. Research and statistical analysis for the benefit of The Club;
- IV. Compliance with any applicable legal and regulatory requirements and good practice.

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### Sharing your information with others

We will not share your personal information with any third parties for marketing or for any other purposes.

Under strict obligations of confidentiality, it may be required to share information:

- I. If we are under a duty to disclose or share your personal data in order to comply with any legal obligation (for example to government bodies and law enforcement agencies) or in order to enforce or apply other agreements; or
- II. To protect the rights, property, or safety of The Club, its Members, or others.

If such third parties require access to members' information, we will always have complete control of what they see.

We distribute by email attachment (or hard copy) to current and honorary members of The Club, a list containing your personal information including your name, surname, postal address, email address, telephone numbers, name of wife or partner.

It is incumbent upon you as a member throughout your membership to retain this list in a secure place and not to divulge personal information to any person who is not a member of The Club.

### How long information is kept

We hold your information only as long as necessary for each purpose we use it. Your membership record will be created when you join The Club and will be deleted upon you ceasing to be a member of The Club.

Deleted records are destroyed and cannot be retrieved.

### Your 'marketing' preferences

The Club will always act upon your wishes in respect of what type of communications you wish to receive and how you wish to receive them. There are some communications we need to send you regardless and to fulfil our obligations to you as Members of The Club.

### Your rights

You have the right to ask us in writing for a copy of the personal data held about you (this is known as a 'Subject Access Request'). A copy will be sent to you as soon as reasonably possible after your request.

Under the law you have the following rights:

- I. To have any inaccuracies in your personal data corrected;
- II. To request that we delete your personal data (upon which you will cease to be a member of The Club);
- III. To unsubscribe from any of our mailing lists;
- IV. To require that we cease processing your personal data if the processing is causing you damage or distress;
- V. To request a copy of the personal information we hold about you.

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Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply e.g. if we can show our processing is necessary for a lawful purpose set out in this Privacy Notice.

### Updating & amending your personal information

We may need to update the terms of this Privacy Notice. If we make any significant changes in the way we treat your personal information we will advise you directly.

The Club will always try to keep your personal data as up-to-date as possible.

### Enquiries and Complaints

The Data Protection Officer is the first point of contact regarding any enquiries or complaints arising from this Privacy Notice.

If you are unhappy with something that we have done or failed to do, please inform us in writing. We will acknowledge receipt of all complaints and will endeavour to investigate the complaint promptly.

You can find out more about your rights under applicable legislation from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk)