



SUTTON PARK PROBUS CLUB – PRIVACY POLICY

Sutton Park Probus Club is committed to protecting your privacy and processing your personal data in accordance with the General Data Protection Regulations (GDPR). This policy explains how the information we collect about you is used and kept securely as well as your right to access your information under Data Protection Legislation. For the purposes of this legislation, Sutton Park Probus Club is the data controller.

The information we collect about you

We will collect the following information about you:

- Your name, postal address, e-mail, telephone number, date of birth, photograph and any other information you voluntarily provide to us when you join the Club or in correspondence during the period of your membership
- Your IP address (which is a unique identifier that computers and devices use to identify and communicate with each other) which is automatically recognized by the web server when you visit the Club's web site.

We do not obtain personal data from outside sources or third parties.

How we keep your information

Your personal data is held on both file and computer. It is kept safe and secure using a level of security felt appropriate to the risk with password and internet security. Back up devices are in place in the event of technical failure, loss of material or identity theft. Information in the Club Directory is clearly marked as confidential.

How we use your information

We will use your personal information for a number of purposes: These include

- Contacting you by post, telephone and e-mail for reasons related to your Club membership.
- Notifying you about Club meetings, functions and outings.
- Providing a confidential directory of Members' personal data and which is available to Club Members only.
- Maintaining the Club's archive.
- Using your IP address to monitor traffic to the Club's web site. We will not use your IP address to identify you in any way.

Protecting your information

The data we collect will only be used for managing and administering the Club and your membership thereof. We take all steps to ensure that your personal information is secure and confidential. Nothing is disclosed without the consent of individuals concerned. Information in the Club Directory, Newsletter, Agendas etc. is restricted to the membership and not open to outside parties. In the event that your information is passed to outside agencies e.g. printers and travel agents the Club will ensure such companies are GDPR compliant.

Finding out what information we hold about you

Under the General Data Protection Regulations, you can ask to see any personal information that we hold about you. To make such a request, please contact the Club Secretary and we will respond within one calendar month.

You have the right to have your personal information corrected if it is inaccurate. You also have the right to have your personal data erased without delay, except for your entry in a Club Handbook which has already been published

Data Retention

Your personal data will only be retained for as long as it is required for managing the Club's affairs. When your membership terminates your name, date of joining and any offices held will be retained in the Club's records. All other personal data that we collect from you will be erased.

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