



Privacy Notice for Lingwood Social Club

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What personal data does Lingwood Social Club collect?

The data we routinely 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?

Lingwood Social Club does not share any personal data to any third party.

Where does this data come from?

Data for most of our members comes from them when they join Lingwood Social Club.

How is your data stored?

This information is mainly stored in digital form on computers and in the form of written documents, stored securely at Lingwood Village Hall. We use an email platform for marketing 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 Lingwood Social Club discharges its obligations under the GDPR is the Hall Manager.

Who has access to your data?

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

Sub-contractors of Lingwood Social Club may be given access to data for specific tasks, such as sending mailings. They are not free to use it for any other purpose.

What is the legal basis for collecting this data?

Lingwood 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 Lingwood Village Hall Manager. 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 Lingwood 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 Lingwood Social 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 Lingwood Village Hall Manager.

How long we keep your data for, and why?

Membership records are held for one year after which time they are destroyed. A new renewal form must be completed each year at point of renewal.

We normally keep members’ data after they resign or their membership lapses in case they later wish to re-join for one year.

We will delete any former member’s contact details entirely on request.

What happens if a member dies?

Membership information is held for one year and destroyed or if requested by their next-of-kin to delete it we will do so immediately.