

# **Cottingham Memorial Club Trust Ltd.**

## **General Data Protection Regulation**

### **Data Privacy Policy**

#### **1. About this Policy**

1.1 This policy explains when and why we collect personal information about our members, how we use it, how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

#### **2. Who are we?**

2.1 We are The Cottingham Memorial Club Trust Ltd. We can be contacted at Cottingham Memorial Club, Finkle Street, Cottingham, East Yorkshire, HU16 4AU – Phone 01482 842415 (Club) or 845907 (Office) – Email – [Contact@CottinghamMemorialClub.co.uk](mailto:Contact@CottinghamMemorialClub.co.uk)

### **3. What information we collect and why.**

<b>Type of information</b>	<b>Purposes</b>	<b>Legal basis of processing</b>
Member's or Applicant's name, address, telephone numbers, e-mail address.	Managing the Member's membership of the Club.	Performing the Club's contract with the Member/Applicant. For the purposes of our legitimate interests in operating the Club.
Date of birth / age related information	Managing membership categories which are age related.	For the purposes of our legitimate interests in operating the Club.
Gender (all)	Up until 10 years ago the Club was male only. We actively encourage both male and females to join.	For the purposes of our legitimate interests in operating the Club.
Bank account details of the member or other person making payment to the Club	Managing the Member's membership of the Club, the provision of services and events.	Taking Payment for Subscriptions (yearly).

### **4. How we protect your personal data**

4.1 We will not share or transfer your personal data to any other third parties.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 We will notify you promptly in the event of any breach of your personal data that we become aware of which might expose you to serious risk.

## **5. How long do we keep your information?**

5.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations.

## **6. Your rights**

6.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed

## **7. Our Rights**

7.1 To send you information from time to time together with subscription renewal requests. We do not need your permission to do so as your ongoing membership provides a reasonable expectation that the Club wishes to keep contact with you.