

## **PROBUS CLUB OF CARDIFF LLANISHEN: PRIVACY POLICY**

The Probus Club of Cardiff, Llanishen is committed to protecting your privacy and processing your personal data in accordance with the General Data Protection Regulation (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, the Probus Club of Cardiff, Llanishen is the data controller.

### **The information we collect about you**

We will collect the following information about you:

- Your name, email address, postal address, 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 recognised by the web server when you visit the Club's website.

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

### **How we keep your information**

Your personal data that is in paper format will be kept securely in a locked filing cabinet. Electronic data will be encrypted and stored on a password-protected personal computer with anti-virus software that is backed up regularly. If you provide us with details of your bank account, these will be kept separate from your other personal data.

We will maintain the accuracy of your personal data whenever you inform us of changes that occur during the course of your membership.

### **How we use your information**

We will use your personal information for a number of purposes in connection with the running of the Club, including:

- To deal with your requests and enquiries
- To contact you by post, telephone or email for reasons related to your Club membership
- To notify you about Club Meetings, Functions and Outings
- To produce a directory of members' names and telephone numbers in the Annual Club Handbook that is available to Club members only
- To notify you of matters relating to the management of the Club's activities, including the Annual, Special and any Extraordinary General Meetings
- To notify you of any changes to the Club Rules and Constitution
- To notify you of issues pertaining to Members' welfare
- To invite you to make nominations to the Club Committee
- To maintain a directory of current members and Club officers, including their photographs, on the password-protected secure area of the Club website
- To refund monies into your bank account, when appropriate, if you have previously given us your account details
- To facilitate the organisation of Club Meetings, Functions and Outings

- To invite your participation in internal surveys relating to Club activities
- To maintain the Club's archives
- To create meaningful analyses of attendance at Club meetings, Functions and Outings for Club management
- To use your IP address to monitor traffic to the Club website. We will not use your IP address to identify you in any way.

These purposes form the Club's legal bases for processing your information.

### **Protecting your information**

The data that we collect from you will only be used for managing and administering the Club and your membership thereof. It will not be transferred to a destination external to the Club. We will not share your data with any third party for marketing purposes.

By submitting your personal data, you agree to its storage and processing by the Club as described above. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet.

### **Finding out what information we hold about you**

Under the General Data Protection Regulation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the Club Secretary. We will respond promptly, within one calendar month at the latest.

You have the right to obtain from us the rectification of any inaccurate data we hold concerning you.

You also have the right to obtain from the Club the erasure of personal data concerning you at any time without delay, except for your entry in a Club Handbook that 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 and photograph will be recorded in the Club archive. All other personal data that we collect from you will be erased.

### **Changes to this Privacy Policy**

The Club Committee regularly reviews this Privacy Policy and changes will be approved at a General Meeting. This Privacy Policy was last updated in March 2018.

If you have any questions or comments about this Privacy Policy please write to the Club Secretary.

### **If you have a complaint**

If you have a complaint regarding our use of your personal data then contact the Club Secretary in the first instance. If your complaint is not resolved to your satisfaction you can make a formal complaint to the Information Commissioner's Office (0303 123 1113).