South Pennine Road Club – Privacy Policy

The South Pennine Road Club is committed to protecting and respecting your privacy.

Reference to we, our, us or the club in this policy are to the South Pennine Road Club.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we treat it.

Information we may collect from you and why

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| --- | --- | --- |
| Type of information | Purpose | Lawful basis |
| Member’s name, address, telephone numbers, e-mail address(es). | Managing the member’s membership of the club.  To allow the club’s newsletter and other club notices to be sent to the member. | To enable us to properly manage and administer your membership.  Legitimate interest of running the club. Keeping members informed. |
| Emergency contact details | Contacting next of kin in the event of an emergency | Protecting the member’s vital interests and those of their dependents |
| Date of birth / age related information | Managing membership categories which are age related | For purposes of our legitimate interests in running the club |
| Photographs and videos of members taking part in club activities | Putting on the club’s website and social media pages and use in club publications | Legitimate interest of running and promoting the club. |

Our Website

Our website is set up to provide members and the public with relevant information about the club.

Our website may contain links to other websites that may be relevant to you. If you follow a link to any of these websites, please note that these websites have their own privacy policy and we do not accept any responsibility or liability for these policies.

How we protect your personal data

The data is stored in a secure file sharing facility. The information can be accessed by Committee members for internal record keeping and management of the services we provide to you.

Who else has access to your personal data

We will never sell your personal data.

We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not use it for their own purposes.

How long do we keep your information

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 is necessary for us 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 and for contacting past members with information regarding club celebratory events, such as anniversary gatherings.

Your rights

You have rights under GDPR:

To access your personal data

To be provided with information about how your personal data is processed

To have your data corrected

To have your personal data erased in certain circumstances

To object to or restrict how your personal data is processed

Changes to our Privacy Policy

We reserve the right to amend this Privacy Policy from time to time without prior notice. You are advised check the website for the current version.

This Policy was approved and adopted by the Committee on 22/02/2022

Signatories

Chair print

Secretary print

Treasurer print