



Registered Address: Woodleys Yard, High Street, Southwold, Suffolk IP18 6HP

PRIVACY NOTICE

We, Southwold, Reydon & District Constitutional Club (SRCC), comply with the Data Protection Act 1998 and electronic communications are made in accordance with the Privacy and Electronic Communications Regulations (PECR). We are also taking all necessary steps to comply with the General Data Protection Regulation (GDPR) which comes into effect in May 2018.

We will publicise this privacy notice on any occasion where we will be collecting information on our members or users of the SRCC and it will be available in the club bar and on our website.

When and how do we collect information?

We collect information which individuals provide as part of their membership application, or as part of a membership application provided by a friend or family as a gift.

We collect information from potential members who contact us via the website, email or in person.

What Information do we collect?

For members, the information we collect will include:

- Name
- Postal Address
- E-Mail Address
- Contact Preference
- Details of correspondence sent to you or received from you
- Membership Status

Website users; we have a number of cookies on our website which provide us with information on how the site is being used. More information can be found in our Cookie Policy.

Why do we collect this information?

For members, we collect the information to enable the SRCC to make contact with its members regarding its activities and to send out membership-related documents such as membership cards and invitations to the AGM.

The club has what is known in the GDPR as Legitimate Interest to hold this information without having to specifically seek your consent. See below for who to contact if you no longer want the club to hold your information.

What will we do and not do with this information?

We will only use member's information to communicate about the SRCC activities. In addition to sending out renewal letters, newsletters and official notice of meetings, we may occasionally send information about events the SRCC is organising or participating in.

We will not use member's information to send information about events and activities which are not part of the SRCC activities. We will not share member's information with any organisation for any purpose.

How do we keep our information safe and secure?

We make every effort to keep members information up to date and will store it securely with access restricted to Committee Members who have a legitimate reason to access the information.

We ask that if we hold personal data about you that you let us know if that information changes or you become aware that we are holding inaccurate information.

How long will we keep information?

For members we will delete all information within two years of a members membership lapsing or upon a member resigning their membership.

What do you do if you no longer want us to hold your personal information?

If you no longer want us to hold information about you. Please write to our registered address to **Tom Colyer, Data Protection Officer** or email SRCCmembership@outlook.com