



WOKING & DISTRICT

PROBUS CLUB

Founded 1972

DATA PRIVACY STATEMENT

1. Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. Data Controller

The committee of Woking & District Probus Club is the data controller. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The committee of Woking & District Probus Club complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records;
- to provide news and information about events, activities and services at the club;
- to fundraise and promote the interests of the club;
- to publish a Membership Handbook (directory of members);

4. What is the legal basis for processing your personal data?

- Processing is necessary for carrying out obligations of Woking & District Probus Club and relates only to members, associates and guests: there is no disclosure to third parties without consent

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the club in order to carry out a service to other club members or for purposes connected with the club. We will only share your data with third parties with your consent.

6. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period
Members, Associates and friends contact details	24 months after the last contact
Personal data relating to events for which additional information is gathered e.g. outings	Disposed of immediately after the event unless anything has occurred (e.g. an accident) which indicates that records should be retained for a longer period.
Photographs and videos of events	24 months after the event – selected items retained for historical records
Insurance policies & annual certificates	24 months

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which Woking & District Probus Club holds about you (a Subject Access Request or 'SAR');
- The right to request that the committee of Woking & District Probus Club corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Woking & District Probus Club to retain such data;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Statement, then we will provide you with a new statement explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Chairman or any Committee Member.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The Chairman on behalf of Woking & District Probus Club

Date:May 2018.....