

# CHICHESTER CITY CLUB

## PRIVACY STATEMENT

On 25 May 2018, a privacy law known as the General Data Protection Regulation (GDPR), came into effect.

These new regulations apply to all organisations processing and holding the personal data of people residing in the EU.

Chichester City Club respects your privacy and is committed to protecting your personal data.

### **WHAT DATA DO WE HOLD?**

We may hold the following data;

Contact Name

Address

Telephone Numbers (both Landline and/or Mobile)

Date of birth

Bank Details - if you pay by Direct Debit

Email Addresses

### **WHY DO WE COLLECT/KEEP YOUR DATA?**

The data we hold is used in order to provide continued membership of the City Club.

*WE NEVER PASS ON ANY OF THIS INFORMATION TO THIRD PARTY COMPANIES FOR MARKETING PURPOSES OR ANY OTHER COMMERCIAL PURPOSES EXCEPT WHERE YOU HAVE AGREED TO PAY YOUR SUBSCRIPTION BY DIRECT DEBIT.*

### **HOW DO WE COLLECT/KEEP YOUR DATA?**

We collect your data when we initially set up your account, by asking you to fill in a Membership Form and a Direct Debit Mandate; if applicable. We may ask you from time to time to update any old data say; change of mobile phone number etc. This may be a request by mail, in an email or by telephone. Our secure server keeps hold of this information until it is not required by us anymore. We may also keep paper copies of information in a locked room within our locked Offices.

### **HOW LONG DO WE KEEP YOUR DATA?**

Your details are kept on our records for as long as you are a member of the Chichester City Club. Details will be removed when you are no longer a member.

### **WHAT ARE YOUR RIGHTS OVER YOUR PERSONAL DATA?**

You have the right to request;

- Access to the personal data we hold about you
- The correction of your personal data when incorrect or incomplete
- Removal of any personal data you feel is not relevant to membership of the Club - This right is not absolute and we may not be able to comply with your request.
- You can contact us to request to exercise these rights at any time. To protect the confidentiality of your information, we will ask you to verify your identity before proceeding with any request you make under this privacy notice. If you have authorised a third party to submit a request on your behalf, we will ask them to prove they have your permission to act.

**This Privacy Statement is displayed on the Club Notice Board and copies are available from the bar.**