

Kenilworth 41 Club Privacy Notice

About this notice

This notice set out how Kenilworth 41 Club collects and processes personal data. It includes information about what data is used, why, how long we keep it, and the legal bases on which it is processed. It also contains information about your rights in relation to this data, and how to contact us about it.

Information for Members, or guest members of Kenilworth 41 Club

What data do we collect and process, and why?

- Core contact data, which we use to stay in touch you, send relevant communications, and to provide other members with a directory of members' contacts.
- Information relating to your activities with 41 Club, including event attendance, roles and offices within the club, records of your participation in meetings and so on. We do this as part of the day to day management and provision of club services.
- Financial details required to make or receiving payments involving you.

Without this data we would be unable to provide you with most club services.

How long do we keep it?

- Core contact details will be deleted 3 years after you membership ceases.
- Financial details will be deleted immediately upon you ceasing to be a member, except to the extent they are held as part of club financial transactions records, which are typically held for 7 years.
- Information relating to your club activities may be held on a permanent basis as part of club archives.

Who do we share it with?

- We share you contact information with other members of 41 club – for example, via the online directory.
- We may share contact details with related local organisations such as Kenilworth Round table, Kenilworth Ladies Circle, Kenilworth Tangent, as well as the national 41 Club Organisation. We do this in order to provide and support collective services and activities between these organisations.
- We may sometimes share your data with third party suppliers where we employ them to provide services for you on our behalf.
- We will not share your data for any other purposes without obtaining your consent.

The legal bases we rely upon

- We have a legitimate interest in collecting and processing data about you in the ways described.
- For purposes relating to electronic communication we also obtain your consent, without which we will not undertake those activities. If you do not provide consent, we will not be able to provide you with the standard services of the club.

Information for users of the Kenilworth 41 Club website

What data do we collect and process, and why?

- We do not use cookies, or employ any other similar devices to track your site usage.
- We do not analyse or otherwise process usage data except where this is anonymised.
- If you use our online contact form to send us a message, we will store your contact details and the nature of your enquiry in order to respond to you.

How long do we keep it?

- Anonymised usage data may be kept permanently.
- Data collected from our contact form will be kept for as long as required to answer your query, but also may be kept for longer for general communication record purposes.

Who do we share it with?

We will not share your data for any purpose without obtaining your prior consent.

The legal bases we rely upon

We have a legitimate interest in collecting and processing data about our website usage, including the contact service we offer.

Information for suppliers of services

What data do we collect and process, and why?

We collect and store a variety information about you including contact details, service history, and payment details. We do this in order to make use of the services you provide, including making payments where required.

How long do we keep it?

We keep this data for as long as we use you, or may wish to use you, as a supplier.

Who do we share it with?

We will not share your data for any purpose without obtaining your prior consent.

The legal bases we rely upon

We have a legitimate interest in collecting and processing this data, and may sometimes also have a contract with you that makes in necessary for us to do so.

Your legal rights

Subject to certain conditions, the General Data Protection Regulations give you the following rights regarding the processing of your personal data:

- **The Right to be informed** about how your data is processed and why in a concise, transparent, intelligible and easily accessible way.
- **The Right to access** your personal data and verify the lawfulness of the processing.
- **The Right to rectification** if the personal data we hold about you is inaccurate or incomplete.
- **The Right to erasure** or removal of your personal data where there is no compelling / legal / financial reason for its continued processing.
- **The Right to restrict processing**, to 'block' or suppress processing of your personal data.

- **The Right to data portability** allows you to receive your personal data we hold in a structured, commonly used and machine-readable format, and to transmit those data to another data controller.
- **The Right to object** to processing your data based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing or processing for purposes of scientific/historical research and statistics.
- **Rights related to automated decision making.** Kenilworth 41 Club does not employ automated decision-making processes.

If you wish to pursue any of the rights set out above, you should contact the 41 Club Secretary via secretary@kenilworth41club.com.

You also have the right to complain to the UK's supervisory office for data protection, the Information Commissioner's Office, if you believe that your data has been processed unlawfully.

Version information

This notice is version V1.0 (May 2018).