

HORSMONDEN SOCIAL CLUB – FAIR PROCESSING AND PRIVACY NOTICE

Horsmonden Social Club (the Club) is a member only social club. Prospective members, and guests of members, are welcome when accompanied by members.

The General Data Protection Regulation 2016 (GDPR) requires the Club to be clear regarding the information it holds about its members and how this information is retained, processed and, where applicable, destroyed.

The Club is the “Data Controller”, and is responsible for making sure that any processing of personal data complies with our legal responsibilities. When you become a member of the Club, the Club will collect certain information about you. This information is given by you upon completion of a paper based form, or online.

We do not share your data with any third party other than our “Data Processors” (as below) required for the storage and processing of data only. In turn, they do not use the data for their own purposes or share it with any third party.

This notice informs you of the personal data that we collect, why we collect it, how we collect it, where it is stored and what we do with it.

You are the “Data Subject”, the individual who is the subject of the personal data. As a Data Subject you are not obliged to share your personal data with the Club, however, if you choose not to share your personal data with us we may not be able to register or administer your membership.

Where is your data stored

Your membership data is held online via our chosen online membership provider Membermojo, and they act as the “Data Processor”. The Club Membership Secretary and Club Committee have full access to Membermojo. A single copy of the Membermojo database is stored as a MS Excel file on a secure PC belonging to The Club Membership Secretary, with a list of names available to all Bar volunteers.

Further details of Membermojo’s Privacy Policy can be found at <https://membermojo.co.uk/mm/help/privacy>. Membermojo is based in United Kingdom. Their GDPR Statement can be found: <https://membermojo.co.uk/mm/help/gdpr>.

The Club has authorised Membermojo to use PayPal as its payment gateway.

Paypal may use services such as cloud-based servers and other IT support infrastructure that is located outside the United Kingdom and the European Economic Area. When you consent to PayPal making payment on your behalf, you should check their Terms and Privacy Policy as to how your data is processed by them. When proceeding to “Checkout”, your name, purchase details and billing address will be transferred to PayPal.

PayPal then requests your credit card details which are used to complete the transaction.

Once the purchase is complete PayPal then deletes your credit card details unless you have paid using your own PayPal account.

The Club does not store any credit card details.

What information we collect and why

Type of Information

Members’ name, address, email addresses

Purposes

Managing the Club membership for the member.

Why we need your personal data

We need to process your data to be able to administer your membership, and provide the membership services you expect from the Club. For example, we will process your membership form and payment, share data with the Club’s committee members, notify you when membership renewal is due, and send you the Club newsletter notifying you of Club and village activities.

For new members, your name will be listed on the Club noticeboard whilst your application is being considered.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with the Club, and it will be deleted six months after non-renewal of your membership. Personal data can be updated by yourself at any time, but as a minimum it is updated annually at renewal.

If your membership application is unsuccessful, the application will be shredded and destroyed, and data provided for an online application will be deleted after three months.

Our lawful basis for processing your data

The Club has a legitimate interest in processing the data of its members so that it can administer and manage the Club membership efficiently and effectively and inform you of events and meetings held by the Club. We rely on this legitimate interest as our lawful basis for processing your data.

Your rights regarding your personal data

As a data subject you have the right at any time to request access to, rectification or deletion of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK’s data protection supervisory authority, the Information Commissioner’s Office, about the processing of your personal data. If you wish to exercise any of these rights please email member@horsmondenclub.org.uk

Within the Club

The Club uses CCTV cameras for security in and around the premises. They may be viewed by Bar volunteers and Committee members in order to allow access to the Club, or to review security issues as part of the terms of the Club premises license and insurance. When you join the Club, you are consenting to this use. The images are retained for a period of up to six months; after this time, the files are over-written.

The Club provides free Wi-Fi for members and their guests. Access is provided using a password on a secure network provided by BT (British Telecommunications). Personal data such as your IP address or device type may be collected when you login. Read the Wi-Fi Terms & Conditions at <https://www.btwifi.co.uk/terms-and-conditions> and the Privacy Policy at <https://www.bt.com/privacy-policy>.

Website - Our Internet provider is <https://www.nethosted.co.uk>. From time to time, members names may be identified on the website.

Reviewing and updating this privacy notice

The Club will review and update this privacy notice from time to time, without notification to members.