

PRIVACY POLICY

This privacy notice is issued in accordance with the General Data Protection Regulation and applies to Reading East Probus Club as Data Controller and Data Processor, and explains how we process and retain your personal information and gives details of our privacy policy. You can find out about:

- HOW WE USE PERSONAL INFORMATION
- YOUR CHOICES
- CONSENT
- THIRD PARTY WEBSITES
- SECURITY AND PAYMENT INFORMATION
- YOUR RIGHTS
- KEEPING YOUR INFORMATION UP TO DATE

We will always refer to this policy when we ask you for your consent.

This policy may be updated from time to time.

HOW WE USE PERSONAL INFORMATION

Personal information you provide to us will be used for the purposes outlined at the time we collect it, in accordance with the wishes you have expressed and in accordance with UK law.

Personal data collected and processed by us may be used for the following purposes:

- Membership administration
- Goods and services administration
- Donations and legacies administration
- Volunteer administration
- Communication about Reading East Probus activities and membership.

Personal data collected and processed by us may be shared – where necessary for administrative purposes – with volunteers and third parties working on behalf of Reading East Probus. **We will not sell or give away your personal information to others.**

You will always be asked how you would like us to communicate with you. If you wish to change your preferences contact the Membership Secretary.

YOUR CHOICES

Some of the club's communications are essential to fulfil our promises to you as a member. These include but are not restricted to:

- Membership-related mailings such as the monthly newsletter and notices of activities etc.
- Notifications for payments etc.
- Telephone calls relating to your bookings and/or purchases.

For any other communications, you can choose which types you receive and, where possible, how you receive them. You can change your preferences at any time by contacting the Membership Secretary.

Reading East Probus Club

CONSENT

Where we need your consent to use your personal information for specific purposes we will ask for it [Article 6 (1. (a))] [□]. We will ensure that we act in accordance with your preferences, with UK data protection law and other relevant legislation.

RETENTION

We will retain your personal information only for as long as is necessary and consistent with the law. There is certain information that we are required by law to keep for set periods of time, for example, relating to accidents.

In all other circumstances if you have had no communication with Reading East Probus for at least three years we will store your personal information in the club's archive, unless you specifically request that the information is deleted.

THIRD PARTY WEBSITES

This privacy policy applies only to personal data collected and processed by Reading East Probus. We are not responsible for the privacy policies of any third party websites or services that are not under our control.

SECURITY AND PAYMENT INFORMATION

We will keep your personal information secure. No sensitive personal bank account information is stored on our database.

YOUR RIGHTS

You have the right to ask us for a copy of all the personal data held about you (a Subject Access Request).

A copy will be sent to you as soon as possible but this will in any event not be later than one month after we have received your request.

If you would like to access your personal data held by us, please apply, using the reference Subject Access request to the Membership Secretary.

You have the right to request that your personal data is deleted.

If you believe there has been a data breach and you are unhappy with our response, you may make a complaint to:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
SK9 5AF

KEEPING YOUR INFORMATION UP TO DATE

We will keep the personal information we hold about you up to date. Please ensure you notify us of any changes by contacting us:

- **by email to** Membership Secretary
 - **by post to** Membership Secretary
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[□] Article 6 - Lawfulness of processing - 1. Processing shall be lawful only if and to the extent that the following applies: (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;