

North Staffs Anglo-German Club: Privacy Policy

This Privacy Policy sets out how we, North Staffs Anglo-German Club (NSAGC), collect and process your personal data. We take the privacy of your personal data seriously and all data collected will be used and held in accordance with the requirements of the General Data Protection Regulations effective from May 2018.

If you have any requests concerning your personal data or any queries with regard to how we handle your data you can contact our Membership Secretary Walter Bridge by phone on 01782 399222 or email: walter.bridge@hotmail.co.uk

What personal information do we collect?

When you express an interest in joining our contact list or becoming a member of the NSAGC you will be asked to provide your name, email address, home address and telephone number(s).

We only collect the personal data which we need. From time to time we may ask you to be in a photograph that will be posted on the Club's website or Facebook page, but you can always refuse to give this consent.

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually either at a Club Meeting via a contact form or membership form. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a contact or member have with the NSAGC. In order to inform you about the activities and events which you can access, we need to store and process a certain amount of personal data.

You can give us your personal data by completing a paper application form or giving us your details, either in person or online. We will always ask for your consent to collect and use the data supplied. This may be in the form of an agreement when contacting us, joining or renewing your membership.

How do we use your personal information?

We use your personal information:

- To inform you about NSAGC meetings and events
- For the administration, planning and management of the NSAGC
- To monitor, develop and improve the NSAGC

We'll send you messages by email and other digital methods and occasionally by telephone to advise you of NSAGC activities.

With whom do we share your personal information?

We may disclose information about you, including your personal information as follows:

- Internally - to committee and other members - to facilitate your participation in NSAGC activities.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the NSAGC we will seek your consent and inform you as to whom the information will be shared with and for what purpose.

Officers of NSAGC authorised to receive personal information from the database will take reasonable precautions to keep this information secure and confidential. Members must take care not to disclose

to unauthorised parties the information, intentionally or otherwise, and must ensure that any information received or gathered is destroyed once the purpose for which it was provided is fulfilled.

How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than for a maximum of six months after a contact leaves or after a member resigns, unless otherwise agreed.

How your information can be updated or corrected?

To ensure the information we hold is accurate and up to date, contacts and members need to inform the NSAGC of any changes to their personal information. You can do this by contacting the membership secretary Walter Bridge by phone on 01782 399222 or email:

walter.bridge@hotmail.co.uk

You will have the opportunity to update your information each year via the membership renewal process. Should you wish to view the information that the NSAGC holds on you, you can make this request by contacting the membership secretary as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include circumstances where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made. No charge will be made for this request.

How do we store your personal information?

Your membership information is held on a database and accessed by Committee Members as appropriate. We keep our computers, files and buildings secure.

Website security

Our website provider hosts our website on secure servers in accordance with GDPR requirements

Cookie policy

Our website uses cookies to improve its performance and enhance your user experience. Cookies are small text files which a website may put on your computer or mobile device to give you faster access to regularly used links on the website.

Availability and changes to this policy

This policy is available in the 'GDPR' link on our website. This policy may change from time to time. If we make any material changes we will make members aware of this via a circular email.

Contact

If you have any queries about this policy, or have any complaints about our privacy practices, please contact Walter Bridge by phone on 01782 399222 or email: walter.bridge@hotmail.co.uk or speak to a committee member at a meeting.