

# NWCC PRIVACY POLICY.

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## **Privacy Policy**

We care about the well being and security of our members, and have no interest in making use of your data or seeking in any way to exploit it.

We monitor our systems carefully to ensure that we remain in absolute compliance with the General Data Protection Regulation of 2018.

### **Protection Operational Guidelines**

The Eight Operational Principals of the General Data Protection Act specify that personal data must be:-

1. Processed fairly and lawfully.
2. Obtained for specified and lawful purposes.
3. Adequate, relevant and not excessive.
4. Accurate and up to date.
5. Not kept any longer than necessary.
6. Processed in accordance with the "data subject's"  
(the individual's) rights.
7. Securely kept.
8. Not transferred to any other country.

North West Casual Classics will only collect and retain that information that it needs to carry out its legitimate activities and will hold that information confidentially. North West Casual Classics does not obtain or hold "sensitive data". We have no need to hold any more information than that which is represented on your application form when you first join the Club. North West Casual Classics does not collect, receive, keep or pass on any data regarding bank accounts or any personal financial details of any of our members. North West Casual Classics does not sell, pass on or distribute any email addresses supplied by members and this data is for the sole use within the club. This includes allowing our Committee Members access to the data for their official purposes and they are then bound by the principles of the General Data Protection Regulation. No member data is ever sold or passed on to a third party.

### **Email correspondence** □

We aim to make all of our email correspondence informative, entertaining, or ideally both, and welcome any feedback on it, positive and negative alike. We won't share your email address with anyone else, and will make it quick and easy to opt out of our messages simply by notifying us. We will endeavour to ensure your request is complied with as soon as possible and within the prescribed time allowed. Please be aware, however, that our principle method of subscription reminder is by email and opting out of messaging may result in loss of membership. □

### **Copies of information held** □

Any member has the right to ask to see copies of the information that the North West Casual Classics holds on them and the Club will comply with this information within prescribed timescales without charge. All requests for this information must be made by email, or in writing, quoting GDPR information request in the title and your Club membership number MUST be quoted in full. Your email address must also match the one we hold on file. North West Casual Classics reserves the right under the relevant Data Protection Acts to refuse to show this information if the request is not correct in its format. □

### **How do we store your data?**

**Security** All of the personal data we store is only accessible by two members of the committee, the membership secretary and the webmaster. Stored data will only be passed to other committee members for legitimate reasons, eg: subscription reminders, posting show tickets and get well cards. Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means). Of course, we cannot guarantee the security of your home computer or the internet, and any online communications (e.g. information provided by email or our website) are at the user's own risk. □

**Data retention policy** We only store information for use to contact members as required and we continually review what information we hold.

We respect your right to control your data. Your rights include: □

The right to be informed. This privacy notice outlines how we capture, store and use your data. If you have any questions about any elements of this policy, please contact the committee. □

2. The right of access If you wish to obtain a record of the personal data we hold about you we will respond within one month. Alternatively, club members have the right to apply for access to the member's area of the website with their own, personal user name and password which no-one else will have access to. □

3. The right to rectification If we have captured information about you that is inaccurate or incomplete, we will update it. It is up to the member to inform the membership secretary of any changes to personal data. □

4. The right to erase Any member (or deceased member's relative) can ask us to remove or randomise personal details from our records. □

5. The right to restrict processing You can ask us to stop using your personal data. □

6. The right to data portability You can ask to obtain your personal data from us for your own purposes. □

**Leaving our website** □ We are not responsible for the privacy practices or the content of any other websites linked to our website. If you have followed a link from this website to another website you may be supplying information to a third party.