



DATA PRIVACY NOTICE

This notice explains how the Committee, on behalf of the Club, collects, uses and stores your personal information, and the rights you have in relation to its protection.

If you have any questions about this Notice, would like to exercise any of your rights, or are concerned about how the information is being processed, please contact the Hon. Secretary by e-mail at honsec@bbldpc.org.uk or by phone on 01525 876477.

1. INTRODUCTION

The Committee is responsible for ensuring that your personal information is processed in accordance with the Data Protection Act 2018 and all other applicable data protection and privacy laws - whether it is processed wholly or partly by automated or other means.

Personal information includes information relating to natural persons who

- can be identified or who are identifiable, directly from the information in question; or
- who can be indirectly identified from that information in combination with other information.

Information about a deceased person is not subject to the DPA.

Comprehensive guidance on all aspects of data protection can be found at www.ico.org.uk.

2. WHAT PERSONAL INFORMATION DO WE COLLECT AND HOW?

When you joined the Club, you provided us with some or all of your full name, postal address, email address, telephone number(s), date of birth, date of retirement and last place of work at Barclays.

During your membership of the Club, you may have provided us with changes and/or additions to that information; we may also have collected some data through our dealings with you; and occasionally we may receive more sensitive information about you (e.g. concerning your health) which is relevant in helping us to fulfil the legitimate purposes of the Club.

Where necessary we will ask you for your specific consent to hold sensitive data, and you may withdraw that consent at any time. You do not have to provide your consent, but if you choose not to do so (or to withdraw it) we may be prevented from offering you the best welfare support. Where it is not possible or practical to get consent (e.g. in serious ill health cases) we will only hold your sensitive data where it is necessary for us to carry out our welfare objectives. If you are the lawful representative of a Club member, we will need to collect your contact details, so that we can communicate with you in relation to the person you represent.

3. WHAT WILL WE USE YOUR PERSONAL INFORMATION FOR?

We process your information for the purposes of fulfilling the social and welfare aims of the Club, and for other legitimate purposes relating to its operation. Using electronic or printed formats as appropriate, these purposes will include: promoting, organising and managing social events; providing welfare support; updating, consolidating and improving the accuracy of our records; and providing to you information about the Club, or other relevant information that you request from us or which we believe will be helpful to you.

4. WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

Within the Club, your personal information is only accessible to Committee Members and, unless specifically required to achieve one of the purposes in Item 3. above, we do not share your personal information with any third parties.

5. HOW WILL WE ENSURE THAT THE PROCESSING WE CARRY OUT IS LAWFUL?

The legitimate interest of managing the Club's social and welfare activities is deemed under the rules of the DPA to be a lawful basis for the processing of your personal information.

If we need to rely on consent as the legal basis for processing special categories of personal information, we will ask you for your consent at the relevant time (see Item 2 above).

6. HOW WILL WE STORE YOUR PERSONAL INFORMATION?

Your personal information will normally be stored electronically and/or in paper format. For the purposes of IT hosting and maintenance, your personal information is retained within the UK.

7. FOR HOW LONG WILL WE STORE YOUR PERSONAL INFORMATION?

We will store your current information until such time as we will no longer need it to fulfil the purposes of the Club. Once your Club membership ends, we will retain (for reference purposes) your name and the reason why your membership has ceased.

8. HOW WILL WE KEEP YOUR PERSONAL INFORMATION SAFE?

While no measure is impenetrable, we do our very best to ensure that your personal information remains safe. In that respect

- we have physical security measures in place to protect it
- electronic access to all systems containing your personal information is controlled and regularly reviewed
- we have secure IT systems with strong passwords and encryption
- we securely destroy personal information that is no longer required
- the use and disclosure of your personal information is strictly controlled to prevent inappropriate access.

9. WHAT RIGHTS DO YOU HAVE?

You have rights in relation to your personal information, including the right to have your personal information corrected if it is inaccurate, and the right to request to have any personal information we hold about you erased.

You also have a right to complain to the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, telephone: 0303 123 1113.

Full details of your rights can be found at www.ico.org.uk.

10. HOW WILL YOU KNOW IF WE AMEND THIS DATA PRIVACY NOTICE?

If we make any material change to how we collect your personal information, or how we use or share it, we will update the Data Privacy Notice and inform you of these changes through our normal means of communicating with you. The current version of the Notice will be available from the contact sources shown at the head of this document.