

Jesmond Seniors' Club **Privacy Policy**

The Jesmond Seniors' Club collects and holds personal data about you. This may include

- Your name
- Postal address
- Telephone number
- e-mail address
- Subscriptions & other payments

We use this data to

- Maintain our membership list
- Record subscriptions and other payments
- Tell you about our meetings and activities

Your information is securely stored by the Treasurer and is available to our Committee. We **do not** share this information with any other organisation or third party.

Under the UK General Data Protection Legislation (UK GDPR) the lawful basis we rely on for processing this information is legitimate interests.

We keep your personal data while you are a member, or for 12 months after your last attendance if you do not renew your membership. We will then delete your contact details from our electronic distribution list. We will maintain an historical membership list.

You have the following rights related to your personal information

- You have the right to ask us for copies of your personal information.
- You have the right to ask us to correct personal information you think is inaccurate.
- You have the right to ask us to complete information you think is incomplete.
- You have the right to ask us to erase your personal information in certain circumstances.
- You have the right to object to the processing of your personal information in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request we have one month to respond to you.

How to complain

If you have any concerns about our use of your personal information you can make a complaint to us by contacting the club at jesmondseniorsclub@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline: 0303 123 1113

ICO website <https://www.ico.org.uk>

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