

The Watlington Club Privacy Policy 25th May 2018

Introduction

The Watlington Club or TWC (Reg. Charity number 1160612) is a charitable organisation with the aim of providing social and leisure facilities for the inhabitants of Watlington and its surrounding area.

TWC manages a portfolio of property assets in Watlington that either (i) provide sporting facilities in Watlington; or (ii) generate rental income for the charity.

A quick note about some of the language that we use in this privacy policy:

“We”, “us” or “ours” refers to The Watlington Club (TWC), including all affiliated sports sections of the Watlington Club (Watlington Tennis Club, bowls and squash). Our ICO registration number is ZA271507).

“You”, “yours” refers to you as a member of The Watlington Club including and additionally of any sporting sections. You may be a supporter of the TWC (member, donor, volunteer, tenant, customer, employee) or use any of our services, visit our website, email, call or write to us.

“Personal Information” or “Personal data” means any information about a living individual who can be identified from this data.

“website(s)” means the websites for The Watlington Club and the Watlington Tennis Club and any other sections affiliated to TWC.

Background

As you will already be aware, the UK data protection legislation changed with effect from the 25th May 2018, to align with the EU General Data Protection Regulation (GDPR).

Under the GDPR we are required to be more transparent with what we do with your personal data that we collect. To satisfy this requirement, we set out information about your personal data that we collect in this privacy policy.

We take the protection of your personal data very seriously. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy policy.

What personal Information do we collect about you?

We collect personal data in connection with specific activities such as registration or membership requests, donations, volunteering, conducting research, property letting, employment etc. We may ask you for your:

- Name
- Contact details (address, telephone number and email address)
- Age – where the category of membership that you select requires an age range.
- Gender

We may take photographs or make videos to record and publicise any of our activities, which we may subsequently publish on our websites or in external media. Photographs or videos in which individuals may be identified are also considered to be personal data.

If you're a volunteer then we may collect extra information about you (e.g. references, criminal records checks, details of emergency contacts, medical conditions etc.). This information will be retained for legal or contractual reasons, to protect us (including in the event of an insurance or legal claim) and for safeguarding purposes.

We'll only collect the personal data that we need.

You may choose not to provide certain information to us but then we may not be able to process your membership, and you might not be able to take advantage of the services that we provide.

What we do with the information that you give us:

We'll only use your personal data in accordance with the GDPR and other applicable to the processing of personal information and the protection of an individual's privacy

We will not share your information with any third parties, except for the limited purpose of processing payments, managing our business and communicating with you.

We will only share it with organisations we work with when it's necessary and the privacy and security of your data is assured.

We use third party platforms such as Webcollect and Mailchimp to send you information about The Watlington Club and its activities from time to time.

We'll never sell your personal data.

We will not contact you for anyone else's marketing purposes.

Consent

We use your personal data as set out in this Privacy policy. By accessing the website or applying for membership, you consent to our collection and use of your personal data in accordance with this privacy policy.

You must give consent as the child's parent or legal custodian for a child's membership.

Your consent may be withdrawn at any time, by either using the "unsubscribe" link in any email communication or by contacting us by email at thewatlingtonclub@gmail.com. However this means that you may not hear about other events or work that may be of interest to you.

How do we use your information?

We use your information to process and maintain your membership, communicate with you in running the Watlington Club and the sporting sections, and update our records.

Our primary method of communication is through email, but sometimes we may need to communicate with you by telephone or post.

Where we use third party email platforms to email you, we do not disclose email addresses or other personal information about you to other members, except as may be agreed by you and set out in the body of the email.

Who processes your membership payments?

You pay your membership fees to The Watlington Club using WebCollect. Your membership fees are never paid to WebCollect directly. Depending on the payment methods you choose to use, your funds pass either directly from your bank account (bank transfer, cash, cheque or credit/debit card) or via one of our third party payment providers: Paypal, GoCardless or SagePay.

We do not hold any of your payment information or financial details.

Cookies

A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Storage of your personal information

We keep records digitally and occasionally in hardcopy. We use our third parties to store information securely using appropriate technical and organisational measures to keep your personal information secure.

We keep personal data for as long as you remain a member of the Club, and for a short period after your membership expires in order to contact you in case of renewal.

Security / How do we protect your information

Your personal information is only accessible by a limited number of persons who work on behalf of TWC and its sections. TWC and its officers (including of the sporting sections) agree who has access to such information, and ensure that these individuals understand that they are required to keep the information confidential.

We control the number of hard copies of personal data shared amongst our trustees and club/sporting section officers.

We only share information with other organisations who have adequate privacy and security measures.

Accessing your information/Removing your data

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please write to thewatlingtonclub@gmail.com.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

Links to other websites

Our website may contain links to other websites of interest. Once you have used these links to you have left our site.

We do not have any control over these other website. These sites are governed by their own privacy policies. We cannot be responsible for the protection and privacy of any information that you provide to these websites.

Changes to this Privacy Policy

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are always aware of what information we collect, how we use it and under what circumstances we disclose it, or that you are happy with any changes. This policy is effective from 25th May 2018.