

The Probus Club of Chippenham **Privacy Policy**

The GDPR

The GDPR includes the following rights for individuals:

1. The right to be informed;
2. The right of access;
3. The right of rectification;
4. The right of erasure;
5. The right to restrict processing;
6. The right to data portability;
7. The right to object; and
8. The right not to be subject to automated decision-making including profiling.

This Policy sets out how TPCoC observes these rights.

Privacy Policy

The Probus Club of Chippenham and its Officers are committed to protecting and respecting your privacy.

This Policy explains when and why TPCoC collect personal information about Individuals and their Spouse / Partner who apply to join the Club, how it is used, the conditions under which TPCoC may disclose certain information to others and how we keep it secure.

Any questions regarding this Policy and our privacy practices should be sent by mail or by hand to the Membership Secretary.

Who are we?

We're The Probus Club of Chippenham which is part of a national collection of Probus Clubs for retired Business and Professional people. The Probus Club of Chippenham is not a profit making organisation and is not an incorporated body.

How do we collect information from you?

We obtain information about you when you complete an Application for membership or you renew your membership.

What type of information is collected from you?

The personal information that is collected includes your name, address, email address, telephone number, date of birth, Spouses / Partners given name, and for some functions any specific dietary requirements.

The Club also asks about your previous business/ professional life and if you would be prepared to give a talk on your professional life or interests.

For those who wish, a contact for next of kin in case of emergencies. This information is entirely voluntary.

How is your information used?

We use your information for the smooth running of the Club and for personal contact with you.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of subscriptions for financial record purposes). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any notice given to you.

TPCoC does not engage in direct marketing exercises either singularly or with third parties.

Who has access to your information?

TPCoC does not sell or gift your information to a third party.

TPCoC does not share your information with marketing organisations.

TPCoC may pass certain pieces of your information, i.e. Name, on to **A Third Party Service Provider** such as a catering company for such as a seating plan and appropriate meal preparation at an event.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive information from TPCoC about meetings or events, then you can select your choices by initialling the relevant boxes situated on page 2 of the Membership Application form and the Membership Renewal form.

How you can access and update your information

The accuracy of your information is important. It is easy to request site of the information held, to amend that information or to ask for your information to be deleted.

This is all set out in Section 2 of the GDPR Procedures, Obligations and Compliance Document. This is freely available on request from the Membership Secretary.

If you wish to view, change or have your data erased, please contact the Membership Secretary who will guide you through the process.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on Officers private systems.

Profiling

TPCoC does not undertake any form of profiling.

16 or Under

TPCoC does not have any non-adult members and does not offer any on-line services.

Transferring your information outside of Europe

TPCoC does not transfer any data outside the European Union.

Review of this Policy

This policy is reviewed at least on an annual basis. This policy was last updated in June 2018.

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