

DATA PRIVACY STATEMENT

Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

Data Controller

The committee of Sudbury Ladies Probus Club is the data controller. This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

The committee of Sudbury Ladies Probus Club complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records;
- to provide news and information about events, activities and services at the club;
- to promote the interests of the club;
- to publish a Membership Handbook (directory of members);

What is the legal basis for processing your personal data?

- Processing is necessary for carrying out obligations of Sudbury Ladies Probus Club and relates only to members, associates and guests: there is no disclosure to third parties without consent.

Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the club in order to carry out a service to other club members or for purposes connected with the club.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which Sudbury Ladies Probus Club holds about you (a Subject Access Request or 'SAR');
- The right to request that the committee of Sudbury Ladies Probus Club corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Sudbury Ladies Probus Club to retain such data;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.