



Goring Social Club and Institute Privacy Policy

Our contact details

Name: Club Secretary

Address: High Street, Goring on Thames, Reading, Berkshire, RG8 9BA

Phone Number: 01491 873105

E-mail: secretary@goringsocialclub.co.uk

Date of issue: October 2022

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, contact details and date of birth)
- Bar transaction details
- CCTV imagery

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you to become a member of Goring Social Club.

We use the information that you have given us to provide the correct type of membership to you and to communicate with you regarding your membership.

We also receive personal information indirectly, from our till system regarding the purchases you make in order to inform our legitimate interest in the operation of the club.

We also receive CCTV imagery from within the premises to ensure the safety and security of our staff and members.

We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing

tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

We will not share this information with any other organisations or individuals without your prior consent.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are: We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep your personal details (name, contact details, date of birth) and transaction details for the time that you are a member of the club. We will then dispose of your information by secure destruction of written documents and deletion of electronic records from our systems.

We keep CCTV recordings for 14 days before the files are overwritten.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, 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.

Please contact us at secretary@goringsocialclub.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at secretary@goringsocialclub.co.uk or in writing to Goring Social Club, High Street, Goring on Thames, RG8 9BA.

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

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

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