

Gerrards Cross Computer Club Privacy Notice



Our contact details

Name: Honorary Secretary – Gerrards Cross Computer Club

Email: info-request@gxcc.org.uk

The type of personal information we collect and why

We collect and process the following information for the sole purpose of running the club:

- Personal identifiers and contact details (e.g. name and email address)
- Attendance records for club meetings and dates of joining

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 for one of the following reasons:

- To contact you regarding club meetings, newsletters and useful information
- To administer membership and send out renewal reminders
- To compile statistics on club meeting attendance and to tailor future programmes
- To operate a member forum facility

We may share some of this information with third party service providers:

- Groups.io – for forum admission and communication
- MailChimp – for newsletter distribution

Under the applicable Data Protection Regulations, the lawful bases we rely on for processing this information are:

Primarily

- a) We have **your consent**

You may request removal or correction of your data at any time by contacting the club on info-request@gxcc.org.uk

Secondarily

- b) We may have a **legitimate interest**
- c) We may have a **legal obligation**
- d) We may have a **contractual obligation**

How we store your personal information

The minimum set of your information is securely stored in the following places:

- As paper documents until scanned and lodged in TeamDrive
- Within documents stored on a secure cloud-based service in the EU (TeamDrive)
- On committee members home PC's in the UK, as replicated by TeamDrive, which are kept secure via password and physical access protection

- Within the Groups.io program in the USA as per your consent. See their privacy notice: <https://groups.io/static/privacy>
- Within the MailChimp program in the USA as per your consent. See their privacy notice: <https://mailchimp.com/legal/privacy>

We keep your personal identifiers, contact details and attendance records for the duration of your membership and up to 12 months thereafter. We will then dispose of your information by secure deletion. Paper documents will be shredded. We will revalidate your data every 3 years.

Data held on servers within the USA are not subject to the same data protection legislation as data stored in the UK or EU. Your data is only held on these servers with your consent. Please see the relevant privacy policies for those organisations.

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 except where we are legally obliged to retain it.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information except where we are legally obliged to process it.

Your right to object to processing - You have the right to object to the processing of your personal information except where we are legally obliged to process it.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, so long as it is technically feasible.

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 info-request@gxcc.org.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 info-request@gxcc.org.uk

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

ICO Helpline: 0303 123 1113

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