

Privacy Notice

This Privacy Notice sets out how we use and protect any information that you give us when you become a member of The Colliton Club and Bar (Colliton Club Limited) or accept newsletters or email messages from us.

This privacy policy gives you information on:

- Why we collect your personal information and the information we hold.
- How we use the information.
- How we keep your data secure.
- The circumstances under which we delete this information.

We are doing this to reflect the requirements of the General Data Protection Regulations (GDPR) which became effective on 25 May 2018

1. Why we collect your Personal Information and the information we hold.

We collect the minimum amount of information that we need to run The Colliton Club and Bar effectively.

This information comes directly from the information you provide to us in your Membership Application, namely:

- Prefix and name
- Postal address
- Telephone numbers
- Email address
- Bank Details

We will update this information as appropriate when you renew your membership. **The Colliton Club and Bar will never provide your personal information to any third parties without your consent.** In giving us the personal information in your Membership Application you are giving The Colliton Club and Bar your consent to store it and to use it in the ways set out in this document.

In addition we may hold photographs taken at any function or event managed or organized by the The Colliton Club and Bar and as such you may find yourself in one of those images. Because of this we can legally use those images because it does not infringe your “reasonable expectation of privacy” as laid out in UK Law. Also we may hold records of any awards, certificate or cups won, received or held, bookings for outings or other events that require bookings and any communication you may have with us. We will hold records of payments or donations made by you or payments or donations made to you. If you make payments to us electronically we will have details of these payments on our bank statements.

2. How do we use this information?

By joining The Colliton Club and Bar you give consent to us to communicate with you. For example:

- To manage membership records
- To maintain our accounts and records
- To notify you of meetings, outings and other events and activities that might be relevant to you as member of the social club or as part of the local community of Dorchester.
- To send you information that you have specifically asked for.
- To distribute membership cards, publicity material and electronic information such as email or text about the Club and events, which we may arrange either independently or with third parties

3. How we protect your data and keep it secure?

- We will keep your information only for as long as is necessary and for the purposes set out in this privacy policy or to fulfil our legal obligations.
- We will not and do not want to keep more information than we need or for longer than we need.
- We do not pass your data on to anyone else unless you give us permission.
- The Colliton Club and Bar will never provide your personal information to any third parties for marketing purposes.
- We use blind copy in emails when we communicate with you to ensure your data is not shared.

4. Using our website, emails, apps and social media

- Our website and the emails we send out use cookies and other tracking technology to collect information.
- When you visit our website, you can choose to decline cookies but if we make use of on-line processes they will need to use cookies to work properly.

5. The circumstances under which we delete your data:

We will delete your personal information from our electronic files and databases when:

- You notify us that you want to end your membership of The Colliton Club and Bar.
- You notify us that you want some or all of your data deleted.
- 6 months after the expiry of your membership, should we not receive any instructions from you to the contrary.

6. 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 your personal data which The Colliton Club and Bar holds about you. We will respond to the request within 30 days
- The right to request that The Colliton Club and Bar corrects any personal data if it is found to be inaccurate or out of date. We will respond to the request within 30 days
- The right to request your personal data is erased where it is no longer necessary for The Colliton Club and Bar to retain such data
- The right to withdraw your consent to the processing at any time
- The right to object to the processing of personal data
- The right to lodge a complaint, with either The Secretary, Colliton Club Limited, Colliton House, Dorchester, DT1 1XJ or email info@collitonclub.co.uk or with the Information Commissioners Office.

The Colliton Club and Bar (Colliton Club Limited)
July 2018