



Data Privacy Notice

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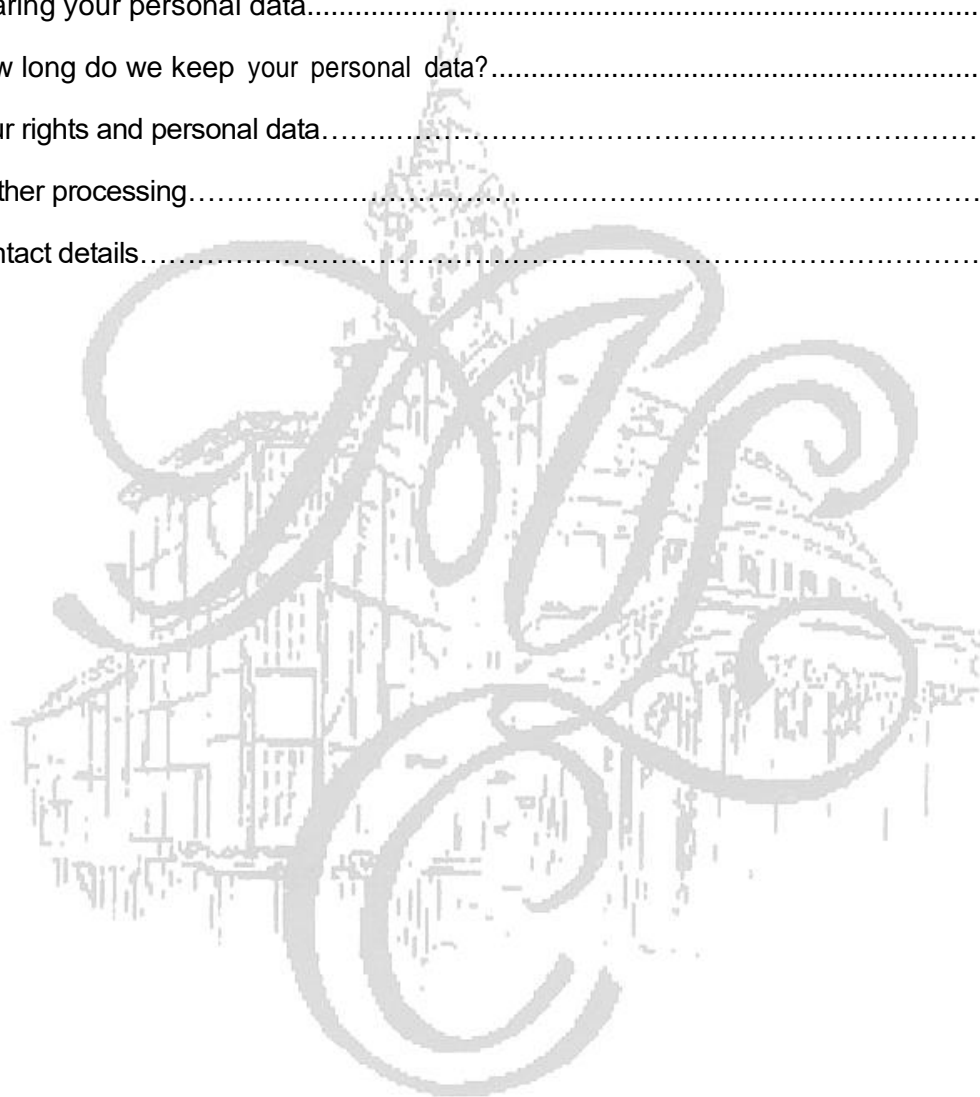
Key details

- Policy prepared by: Alan Graham Crossley
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Data Privacy Notice

1. Overview

Personal data relates to a living individual who can be identified from that data. Identification can be by 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').

Who is the data controller?

Manchester Luncheon Club is the data controller. This means that the Club (through the Committee of the Club) decides how your personal data is processed and for what purpose.

How do we process your personal data?

The Manchester Luncheon 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, by ensuring that appropriate technical measures are in place to protect personal data.

2. Personal Data

We use your personal data for the following purposes:

- To keep an up-to-date membership list
- To enable our administrator and Honorary Secretary to communicate with the Manchester Luncheon Club members as effectively as possible.
- To inform you of new Events, and any other activities administered by the Manchester Luncheon Club.
- To maintain our own accounts and records.

3. What data do we collect from you, and why?

a. Data collected from members.

- Name, including title, postal address, email address, telephone number(s) – to keep in touch with you.
- Names and email addresses of guests of members – so that the Manchester Luncheon Club can communicate regarding any late changes in Event details (data deleted after the individual event)

b. Data collection from non-members

- Name and email address to communicate regarding any late changes in Event details (data deleted after the individual Event, unless you have consented to join our mailing list)

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that the Manchester Luncheon Club can keep you informed about news, Events, and activities.
- Processing is only carried out by ourselves, this relates to members, former members, speakers, and prospective members.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with committee members and or officers of the Manchester Luncheon Club in order to carry out a specific service, or for purposes connected with the Manchester Luncheon Club. **We will not share your data with a third party.**

6. How long do we keep your personal data?

We keep data in accordance with the **Manchester Luncheon Clubs Data Protection and Retention Policy**. Specifically, we retain your membership data while it is still current, and for a minimum of six years after you cease to be a member. For any associated paperwork, data is kept for 6 years after the calendar year to which it relates.

7. Your rights and personal data

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

- a. The right to request a copy of your personal data which the Manchester Luncheon Club holds about you.
- b. The right to request that the Manchester Luncheon Club corrects any personal data if it is found to be inaccurate or out of date.
- c. The right to request your personal data is erased when it is no longer necessary for the Manchester Luncheon Club to retain such data.
- d. The right to withdraw your consent to the processing at any time.
- e. The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- f. The right to lodge a complaint to the Information Commissioner's Office

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then the Manchester Luncheon Club will provide you with a new notice explaining this new use, prior to commencing the processing, and setting out the relevant purposes and processing conditions. Where and whenever necessary, we shall seek your prior consent to the new processing.

9. Contact details.

To exercise all relevant rights, queries or complaints please in the first instance contact the Honorary Secretary at: Manchester Luncheon Club on 07942 979922 email: office@manchesteluncheonclub.org.uk at Manchester Luncheon Club PO Box 707 Oldham LO1 9NH

You can contact the Information Commissioner's Office on 0303 123 1113, or via email at ico.org/global/contact-us/email or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

