



Privacy

Policy

Manchester Luncheon Club

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Key details

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Privacy Policy

1. Overview

Manchester Luncheon Club is committed to protecting your information. This Privacy Policy relates to our use of any information we collect from: members, guests, supporters and suppliers whose activities support the Manchester Luncheon Club. This involvement may include but is not limited to: administration; website; technical; sponsorship; donations; organisations and businesses that provide goods or services and those giving specialist advice to the Manchester Luncheon Club.

We do not share your information with any third parties.



2 The information we collect:

2.1 Members:

Our database contains your name, title, home address, email address and phone numbers so we can contact you with information relating to Manchester Luncheon Club Events. If you have chosen to pay by BACS, we will hold those details for processing purposes only. We may hold your photograph (you have the right to refuse permission) and details of previous bookings, together with any preferences you may share with us.

2.2 Guests and supporters:

Our database may contain your name, title, home address, email address and phone numbers so we can contact you with information relating to Manchester Luncheon Club Events. If you have chosen to pay by BACS, we will hold those details for processing purposes only. We may hold your photograph (you have the right to refuse permission) and details of previous bookings, together with any preferences you may share with us.

2.3 Speakers:

We collect basic information such as name, address, telephone number, email address, quotes, emails. We may hold your photograph (you have the right to refuse permission) and details of previous bookings, together with any preferences you may share with us.

2.4 Administrator:

We hold details of your name, address, phone number and email address.

2.5 Suppliers:

We collect basic information such as name, address, telephone number, email address, quotes, and emails.

3. How we use information and data:

We process bookings by telephone, by email and by post. Processing may display your name, address, email address and Menu Choice. We hold your personal details in our records in case we need to contact you.

3.1 Members:

We will send you regular bulletins via email or post with news about the Club and our future Events. We may contact you by telephone if there is a problem or changes to an Event you are booked to attend. Your photograph may appear on our website or other publicity relating to any Event or future Event you may attend.

3.2 Guests and supporters:

We will use your information to send you newsletters, by post, or emails to give you details of future Events, that are likely to be of interest to you. Your photograph may appear on our website or other publicity relating to any Event you attended. Please be aware that our website, newsletters, and publicity are public documents of the Manchester Luncheon Club.

3.3 Speakers:

We will use your information as and when required to contact you for Manchester Luncheon Club matters related to your involvement with us. Your photograph may appear on our website or other publicity relating to any future Event you may attend.

3.4 Administrator:

We will use your information as and when required to contact you for matters related to your involvement with the Manchester Luncheon Club.

3.5 Suppliers:

We will use your information as and when required to contact you for matters related to your involvement with the Manchester Luncheon Club.

4. Security:

We put in place reasonable security measures to protect against any unauthorised access, damage, disclosure, or loss of, your information.

5. Your rights:

Members, supporters, guests, and speakers

Please let us know if your information changes as it is important that the information we hold about you is accurate and up to date. You have the right to request a copy of all the information we hold about you in a Subject Access Request. We will take all reasonable steps to confirm your identity before providing you with details of any information we may hold about you. You can ask us to remove your information from our records at any time and cease any further communication. You can do this by writing to the address below.

6 Changes to our privacy policy:

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your information in a manner different from that stated, we will seek your permission first.

7 Cookies

A cookie is a small text file that is downloaded onto 'terminal equipment' (e.g., a computer or smartphone) when the user accesses a website. It allows the website to recognise that user's device and store some information about the user's preferences or past actions.

The Manchester Luncheon Club website uses cookies to monitor and record activity, this gives us an insight into how you engage with, and use our website, so we can improve our website.

Session cookies

These are temporary cookies that are used during your visit to our website, and they expire when you close the web browser. We use Necessary cookies, these allow us to offer you the best possible experience when accessing and navigating through our website and using it's features.

Our website contains links to other websites provided by third parties not under our control. When following a link to a third-party website, please be aware that we are not responsible for the data provided by that third- party, so when you visit other websites, you should read their own Privacy / Cookie Policies.

8 How to contact us:

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a Subject Access Request, please contact us in one of these ways:

By email: office@manchesterluncheonclub.org.uk

By post:

Manchester Luncheon Club

PO BOX 707

Oldham

OL1 9NH

By Telephone: 07942 979922

