

# The Probus Club of Harpenden's Privacy Notice

## What type of personal information do we hold about you?

The Probus Club of Harpenden holds the following personal information about our members:

- Name & name of partner (if applicable);
- Physical Address & Telephone Number;
- Date of Birth, Date of Retirement, Date of Joining;
- Email Address (if available);
- Payment and attendance records.

Your personal information will never be passed to third parties unless we are required to do so by law.

## Where did the personal information on our database come from?

The Club will hold your personal data if you have applied to join the Club. Your personal information will have been copied from your application form and inserted into our Membership Database. This is the lawful basis for the Club to hold and process your personal information.

## How do we use your personal data?

If you are on our Membership Database we will continue to send you occasional emails containing information about Club activities such as lunches and events.

If you would like to stop receiving emails from the Club, please contact the Secretary ([secretary@probusharpenden.org.uk](mailto:secretary@probusharpenden.org.uk)). Additionally you can unsubscribe by following the instructions on the Club's website or select the "unsubscribe" option when you receive the next email.

When a member resigns from the Club his personal data will be removed from the Club's database as soon as possible but within one month at the latest.

## Subject Access Requests

If you would like to know what personal data we hold on you please contact the Club's Secretary ([secretary@probusharpenden.org.uk](mailto:secretary@probusharpenden.org.uk)) and we will inform you of the personal data that we hold on you as soon as possible, but at the latest within one month. The information will be sent to the email address or physical address that we hold for you on our database.

## How do we use or keep your personal data secure?

The Club's Membership Database is kept on a server held in the "cloud". If the database is ever downloaded onto an authorised member's computer for processing it will be uploaded onto the cloud server immediately after the processing has taken place and no copy will be retained on the member's computer. If the database, or a copy of the database, needs to be retained on a member's computer, it will be kept in an encrypted form. Paper copies of the database, if produced, will be kept in a secure location when not in use.