**MERROW VILLAGE CLUB AND HALL**

**GDPR PRIVACY NOTICE for our MEMBERS**

Merrow Village Club and Hall will be what is known as the Controller of the personal data you will provide to us. We are committed to respecting your privacy. We only collect basic personal data about you which does not include any special types of information or location based information.

This does however include name, address email, phone number.

This notice will explain to you how we may use the information we collect before, during and after your membership with us. The notice also we comply with the law on data protection and what your rights are.

**For reference.**

Members will include all members having joined the “parent” club including the bowls and table tennis and football sections

References to we, our or us in this privacy notice are to MERROW VILLAGE HALL AND CLUB

**Why we need your data.**

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| **Purpose** | **Personal Information used** | **Lawful basis** |
| **To administer any membership you have with us and managing our relationship with you including payments, services, product enquires you may have with us.**  | **All contact and membership details, transaction and payment information** | **This is necessary to enable us to properly manage and administer your membership with us.** |
| **To arrange and manage any contracts such as hall or function room hire that you may have with us.** | **Contact details, transaction and payment information.** | **This is necessary to enable us to properly administer and perform any contract you have with us.** |

**What we do with your details.**

 Your details that are provided on membership of the club are held by the Administration Team for the purposes of forwarding membership information to you. We will not give your personal details away to any unauthorised Third Party.

**How long do we keep your data.**

Personal data such as Name, address, contact details will be kept a period of 2 years following non renewal of your membership with us after which time it will be destroyed.

**What are your Rights**.

If at any point you believe that the information that we hold for you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your information you can contact us on 01483 562421 or in writing to the club and or its committee and trusteesto have this matter investigated

If you are not satisfied with our response or believe that we are processing your data not in accordance with the law you can complaint to the Information Commissioners’ Office :https://ico.org.uk