



Privacy Notice

This statement contains information for members of the Wimbledon Village Club (WVC) and is required under the Data Protection Act 1998 and the GDPR Regulations effective from 25th May 2018.

Name and contact details of Representative. The Secretary
Tel 020 8947 7070 Email: secretary@thewvc.org.uk

The purposes of processing members' data.

All members' personal information supplied to the Club will be used solely for communication with them concerning the Club's membership, governance, events and only matters concerning the Club. It will not be shared with any other organisation except where there is a statutory obligation to do so.

The lawful basis of the processing.

We have considered the various lawful bases of processing data prescribed under the GDPR Regulations and have concluded that 'legitimate interests' is the most appropriate basis under which to operate. This is based on the fact that unless we obtain personal data information from you and are in a position to process it, we cannot provide you with the services we offer.

Categories of personal data obtained

We collect members' names and address details as well as email addresses, telephone numbers and Bank details. We record and maintain all that information provided for on the membership application form when members join and record the current status regarding the payment of subscriptions. No other sensitive information is requested or stored.

Access to member's personal data

Access to member's personal data is restricted to those persons appointed to administer the database.

Retention period of personal data:

Members' data will be kept while their membership is current and for a period of ten years after cessation of membership.

Individual's rights in respect of processing

A member may request in writing, at any time, to see his or her personal details held by the Club. They should write either to the Membership Secretary or the Representative named in this notice.

The right to request removal of data.

Members may, at any time, request their personal details be removed from the Club's database. They should write either to the Membership Secretary or the Representative named in this notice. The consequence of this will, of course, be the cessation of membership.



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The right to lodge a complaint with a supervisory authority

Members have the right to file a complaint to the relevant authority, which currently is the Information Commissioner's Office (ICO) <https://ico.org.uk>.

The source of the personal data

Members' data is stored both in paper (application forms) form and on computer. In both cases this data is properly secured in locked and alarmed premises and/or by password protection. Passwords are only known to those persons who are appointed to administer the database.

15th May 2018