



## **Privacy and Data Protection Policy for The Royal British Legion (Mickleover) Club Ltd**

### **What personal data does The Royal British Legion (Mickleover) Club Ltd collect?**

The data we routinely collect includes members' names, addresses, contact phone numbers, email addresses and dates of birth. We collect this data directly from our members when they join the club.

### **What is this personal data used for?**

A register of members' names, addresses, contact phone numbers, email addresses and dates of birth are kept on one computer in the Club office with one backup copy which is kept for safe keeping by either the Club Secretary, Club Membership Secretary or Club Chairman. This list also includes the date each member joined, the date of their last payment and the due date for their next payment.

A printed list of names, membership numbers and renewal date only, is kept behind the bar of the Victory Lounge and is to be accessed by members of the management committee, should proof of membership be required and by the bar staff, for the purposes of membership renewal only.

We use members' data for the administration of membership, for renewal notification or for specific membership related correspondence only.

We do not use any personal information for marketing purposes.

### **Who is the data shared with?**

**The Royal British Legion (Mickleover) Club Ltd** will not share membership details with any other parties. The Royal British Legion Head Office, Haig House, holds its own membership data.

We shall never share or divulge membership information to any third party other than as required by law.

### **Where does this data come from?**

Data is only collected when members join **The Royal British Legion (Mickleover) Club Ltd** or when they update their information during the membership renewal process.

## **How is the data stored?**

Data is kept on one computer in the Club office with one backup copy which is kept for safe keeping by either the Club Secretary, Club Membership Secretary or Club Chairman.

A printed list of names, membership numbers and renewal date only, is kept behind the bar of the Victory Lounge and is to be accessed by members of the management committee, should proof of membership be required and by the bar staff, for the purposes of membership renewal only.

## **Who is responsible for ensuring compliance with the relevant laws and regulations?**

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The Club Secretary is responsible for ensuring **The Royal British Legion (Mickleover) Club Ltd** discharges its obligations under the GDPR.

## **Who has access to the data?**

Members of the management committee of **The Royal British Legion (Mickleover) Club Ltd** have access to members' data in order for them to manage the membership of the Club and the bar staff have access for membership renewal purposes only.

## **What is the legal basis for collecting this data?**

**The Royal British Legion (Mickleover) Club Ltd** collects personal data that is necessary for the purposes of managing the Club membership only.

## **Does the Royal British Legion (Mickleover) Club Ltd collect any "special" data?**

The GDPR refers to sensitive personal data as "special categories of personal data".

We do not record any such special data, the only data we record relates to the basic membership information detailed above.

## **How can members check what data is held?**

An individual's membership data can be obtained by applying to the Club Secretary in writing or by emailing [secretary@mickleoverblclub.org](mailto:secretary@mickleoverblclub.org)

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The information will be printed and issued to the member in person or by post, if a written application was made, or by return email if the information was requested by email. There will be no fee for this service.

If a member wishes to change the data held they can do so at any time by contacting the Club Secretary.

### **How can data be removed, limited or corrected?**

There are various ways in which a member can limit how data is used.

- Club membership can be maintained with the correct name and address but with limited other contact details.
- Members do not need to provide a date of birth unless under 25 years of age as membership is only granted to persons over 18 years of age. If a reduced membership fee for seniors is reintroduced, then date of birth will be required as proof.
- Members may choose not to receive Membership Renewal emails from **The Royal British Legion (Mickleover) Club Ltd** (we do not send any out on behalf of other organisations).

Any of these options can be implemented for your club membership by contacting the Club Secretary.

### **How long we keep data for, and why?**

We normally keep members' data for a period of six years after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member's contact details entirely at the end of the prescribed term of membership should they request us to do so. Former members may request us to delete their lapsed or resigned membership record at any time by contacting the Club Secretary.

### **What happens if a member dies?**

We normally keep members' information after they die to the end of the current term of membership. If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.

### **Can data be downloaded to use elsewhere?**

**The Royal British Legion (Mickleover) Club Ltd** does not hold any downloadable information relating to members.

### **Does the Royal British Legion (Mickleover) Club Ltd collect any data via cookies?**

The Club Website held at <https://rblmickleoverclub.org> does use cookies but the cookies do not collect or send any information from the user's computer whatsoever.

### **Does the Royal British Legion (Mickleover) Club Ltd collect any data via Facebook?**

The Club Facebook account has many registered friends and followers, but no personal data is downloaded from this account. All users are able to block and withdraw as friends or followers at any time.

### **Does the Royal British Legion (Mickleover) Club Ltd collect any data via Twitter?**

The Club does not currently have a Twitter Account. Should the Club at anytime open a Twitter Account then no membership information will be shared via Twitter.

### **Does the Royal British Legion (Mickleover) Club Ltd have a CCTV System?**

The Club premises are protected by a Closed-Circuit Television System. CCTV footage is kept purely to identify individuals engaged in criminal activity or damage whilst on the Club premises.

No CCTV recordings are stored other than on the hard drive of the CCTV system and all images are therefore overwritten in less than 30 days.

CCTV footage will not be made available to any 3<sup>rd</sup> party but will be made available should the Police request to view it.

Any individual visiting the premises may request a copy of any CCTV footage in which they are clearly identifiable by writing to or emailing the Club Secretary.

### **How to contact the Club?**

Contact: The Secretary  
RBL (Mickleover) Club Ltd  
Ypres Lodge  
30 Poppyfields Drive  
Mickleover  
Derby DE3 9GB

Email: [secretary@mickleoverrblclub.org](mailto:secretary@mickleoverrblclub.org)

Telephone: 01332 513548