**BURTON MEMORIAL HALL**

**200 CLUB PRIVACY POLICY**

Your personal privacy is of the utmost importance to us at Burton Memorial Hall. In running the Burton Memorial Hall 200 Club (“The Club”), we consider the impact on your personal privacy, being information directly identifying you (your “Personal Information”) as provided under applicable law, and only seek to process your Personal Information where necessary to serve our legitimate purposes in operating The Club.

This Privacy Policy discloses how The Club collects, processes, shares and secures information gathered from you whilst participating in The Club.

**What this Policy covers**

We are committed to doing the right thing when it comes to how we collect, use and protect your personal data. That’s why we’ve developed this privacy policy (“Policy”), which:

* sets out the types of personal data that we collect
* explains how and why we collect and use your personal data
* explains when and why we will share personal data within Burton Memorial Hall Committee and with other organisations (announcement of winners at Library Coffee morning, publication of winners in Burton News and on the Burton Memorial Hall website)
* explains the rights and choices you have when it comes to your personal data

This Policy applies to you if

* you are a subscriber to the Burton Memorial Hall 200 Club
* you contact us or we contact you in relation the 200 Club

**Information Collected and Processed**

When you register for The Club you will provide us with

* Your personal details, including your postal address, email address, phone numbers and bank account details.

**How and why we use personal data**

* To personalise your experience & communicate with you.
* The Club would like to keep you up to date with the latest events at the Hall. We will do this by email, post, and advertising if you have selected to receive this information.
* When you opt in to receive marketing communications you give your consent for The Club to contact you about Hall events which we consider may be of interest to you.
* If you wish subsequently to opt out of marketing communications from The Club simply email The Club on bmh200club@outlook.com.
* Please note; unsubscribing from marketing emails does not unsubscribe you from transactional based communications.

**Your Data Subject Rights**

Applicable data protection law affords you certain rights in regards to the Personal Information that we hold about you.

Namely, you have the right to:

* ask us to cease marketing communications at any time (opt out)
* ask us not to process your Personal Information for marketing purposes at any time
* have any inaccuracies in the Personal Information held about you corrected
* ask us to delete your account permanently
* access a copy of the information we hold about you

We will make all reasonable efforts to comply with your requests except where we are not permitted or required to do so under applicable law. Requests are free of charge; however we reserve the right to charge a minimal fee to cover administrative costs should we consider any request to be excessive, unfounded or unreasonable.

We want to make sure that the personal information we hold about you is accurate and up to date.

If any of the details are incorrect, please let us know and we will amend them.

**Storage, Retention and Disclosure of Personal Information.**

**Storage of Personal Information**

* Personal Information collected by The Club may be stored and processed in the United Kingdom.

**Retention of Personal Information**

* The Club will retain your Personal Information only for as long as necessary to fulfil the notified purpose(s) for which it was collected and to comply with applicable laws provided you do not request otherwise.

**Security**

* The Club takes measures to maintain the confidentiality of your Personal Information and protect it from unlawful disclosure by using industry standard practices such as firewalls and we enforce physical access controls to the building where the files are kept.
* We enforce physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personal data. We may occasionally ask for proof of identity before we share your personal data with you.
* We restrict access to your Personal Information, only providing access to individuals that require it in order to operate, process, develop or improve the operation of The Club. These individuals are bound by confidentiality obligations and may be subject to criminal prosecution, if they fail to meet these obligations.

**Changes to this Privacy Policy**

This Privacy Policy, together with our terms of use, may change from time to time. We will update any changes to this Privacy Policy here, and, if the changes are deemed significant, we will provide a more prominent notice to you either by email or other means.

**Contacting The Club**

If you have any questions about these conditions please contact us by email at

**bmh200club@outlook.com**