

The Hayward Club

Privacy Policy

1. Our contact details

Name: Paddy Bannon, secretary Doug Hook, chair of trustees

The Club meets at the Priory Church Hall, Dunstable, normally each Friday evening.

2. The type of personal information we collect

We currently collect and process the following information:

- Personal details - your name, address and contact information
- Birthday (if you wish the club to celebrate your birthday)
- Record of your attendance at the club
- Record of your annual subscription, weekly attendance fee and payments for the annual holiday or other social activities
- Emergency contact name and phone number
- Details of any specific care needs you have when attending the club
- If you have a carer who will accompany you on club activities
- If you use a computer, tablet or mobile phone
- If you give permission for your photograph to be used in our newsletters, website or other promotions

3. How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To record your membership of the club
- To keep a record of any payments you make to the club. For example, annual membership, weekly attendance fee, payments for the annual holiday or social events or donations
- Enable the club to communicate with you. This could be about general club activities, to enquire after you if we haven't seen you for a few weeks, or if we hear that you are unwell
- Enable the club to contact a carer or relative in an emergency
- To allow the club to plan its activities

We may also receive personal information indirectly, from the following sources in the following scenarios:

- From relatives or carers with any relevant information they believe the club should be aware of. We acknowledge some club members have learning disabilities and therefore information maybe provided on their behalf and will be handled sensitively
- From volunteers (i.e. club ambulance drivers) eg for any concerns with travelling

We use the information that you have given us in order to facilitate any transport arrangements and the general operation of the club

Where necessary we may share information with volunteers of the club, emergency services in the event of ill health or statutory organisations in the event of safeguarding concerns.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the club secretary

(b) We have a vital interest if we need to contact relatives or carers, emergency services or statutory services.

4. How we store your personal information

Your information is securely stored.

We keep Membership Form data for as long as you are a member of the club and for a period of up to six months if you leave the club. When you leave the club, we will then dispose your information by deleting computer records and securely disposing of any paper records.

Please ask if you would like any photograph of you to be removed from the club website, or for your face to be disguised.

Equality and Diversity data is collated by the club; this is anonymous information and unlikely we can identify you as an individual from this form. It is used for monitoring purposes and also for background information, for example if the club applies for any grants.

We will also keep details of your annual membership payment together with weekly subscription fees.

If you attend any social events, such as the annual club holiday, or visit the pantomime and any other events, we will keep a record of your payments and destroy those records once the event has taken place and you have paid everything that was required.

5. Warning - please be careful

If you use any of the club's computers or tablets, please do not use them to write personal letters or other documents with your personal information on. We cannot guarantee nobody else will see what you have written or other people will use the computer. The computers may not have secure, personalised or unique passwords.

6. Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at the club or speak to the club secretary or chair of trustees if you wish to make a request.

7. How to complain or raise concerns

If you have any concerns about our use of your personal information, you can speak to us or make a complaint to us at the addresses on page 1.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>