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## **Privacy Policy**

### **Introduction**

The Anmer Social Club is a Members Club which runs social events, fund raising events, film evenings and other activities associated with the community. The Anmer Social Club keeps information about its members and staff. We mainly communicate via email and post, but may communicate verbally for more urgent matters. Communications are for informational purposes, membership updates and for the promotion of club events and other associated activities.

### **Personal Information**

The Anmer Social Club retains information about its members. Upon joining the Anmer Social Club or renewing annual subscriptions, we will request certain personal details such as Name, Address and contact details. We will use this data for communicating with members.

### **How we collect information**

When members of the Anmer Social Club actively sign up or subscribe to our membership or communicate with us, they may choose voluntarily to give us certain information (for example by filling in text boxes or completing membership forms). This information requires direct action by the individual at the time in order for us to receive it. There is the option to opt out of future communications should members wish to do so when giving this information. Our members have applied consent to the Anmer Social Club by actively giving us their details when subscribing. In doing so, they are allowing active communication from us on such matters as stated above. There will always be an option for any of our members to opt out of any further communications.

### **How long we retain information for**

The Anmer Social Club will not retain information for longer than necessary. We will only hold onto the information you provide for as long as you are a member. If legally required or if it is reasonably necessary to resolve disputes, prevent fraud or abuse or if we have a legitimate interest, we may also retain information for a limited period of time as required, even after you are no longer a member or no longer associated with the Anmer Social Club. You are entitled to request that any of your data is deleted from our records at any time.



## **Consent**

The Anmer Social Club will not contact any persons for whom we do not have consent to do so. We understand that you trust us with your personal information and we are committed to ensuring the security and privacy of your personal information. You are able to do any of the following:

- You can verify the details you have submitted to the Anmer Social Club by contacting us by emailing [secretary@anmerclub.co.uk](mailto:secretary@anmerclub.co.uk).
- You can contact us to change, correct or delete any or all of your personal information. We may retain archived copies of your information as required by law or for legitimate business purposes (including helping address fraud and spam).
- You can unsubscribe from receiving any emails from us by clicking the “unsubscribe” link at the bottom of any email. Once you do this, you will no longer receive any emails from us.
- You can request a readable copy of the personal data we hold on you at any time. To do this, please contact the club by emailing [secretary@anmerclub.co.uk](mailto:secretary@anmerclub.co.uk)

## **Use of Personal Information & How the Law Applies**

There are times when it is not practical or feasible for Anmer Social Club to obtain or record consent, however this information will only be used or processed if there is a Legitimate Interest for us to do so, and in doing so your interests and rights as an individual are not harmed.

## **Changes to your data**

From time to time Anmer Social Club may need to contact those in its membership and database to make sure that we have accurate details for you.

## **Data Sharing**

The Anmer Social Club will not rent, swap or sell any personal information to other organisations. Information is only shared with direct connections of the club, such as its members.

Please note, we are constantly reviewing how we process and protect data. Therefore, changes to our policy may occur at any time. We will endeavour to publicise any changes.