

# THE SEAXE CLUB

## PRIVACY POLICY

### Purpose

The Seaxe Club is committed to complying with the General Data Protection Regulations, also known as GDPR. Looking after the data (i.e. personal information) we hold or process is very important and we want members, or others we may communicate with, to be confident that their data will be retained safely and securely.

This Policy is published to explain why we collect information, our approach to sharing of information and the rights of those whose information we hold. This Policy outlines: -

- What information we collect from you
- How it is used
- Sharing of your information
- Data Storage
- What your rights are

### Introduction

The Seaxe Club is known as the 'Data Controller' of the data or information provided to it, and may be referred to in this policy as "Seaxe", "the club", "we", "us" or "our".

As Data Controller, Seaxe will determine the purposes and way in which your data is, or will be, processed.

This draft policy was issued on 1 March 2023 and is subject to periodic review, approximately annually.

### What information is collected and how it is used

When you apply for membership or communicate with Seaxe, you are effectively giving consent for us retain the information provided to allow us to administer activities of the club. This includes providing details of events (such as the Christmas Lunch or 'socials'), notification of meetings, keeping you informed via our website, Seaxe News or by other means and payment for membership or club activities.

Typically, the information we hold will be limited to the following: -

- Name
- Address
- Contact numbers
- E-mail address
- Mailing preferences
- Copies of any correspondence or other information received

In order to provide a good website user experience, information may also gathered about the devices you use to access our sites (desktop and mobile), including the IP address.

Currently, Seaxe does not intentionally make use of cookies or tracking online, however, you should be aware that our website has been built on the Wix Platform. Full details of the Wix Cookie policy can be viewed [here](#).

### Sharing of information

Information held is confidential and will be used only for the purpose it is intended. Other than our e-commerce agent, data will not be shared with others, unless permission has been granted.

### Responsibility of others

We take the security of personal information seriously. If a password is required to access any area of the website, users are responsible for keeping their personal password secure and confidential. Any sharing or disclosure of a password would be a breach of this policy.

## Data storage

We store data digitally, on computers or other digital media, and in some cases as physical hard copies. Data or information will only be retained or accessed by Committee Members, who are required to store it in a secure manner. Both our website and email servers are securely hosted.

## How long we retain data

If we collect any personal information, the length of time we retain it is determined by many factors including the purpose for which we have that information and any obligations under laws other than GDPR. Generally, we retain personal information for two years after the date it is no longer needed by us for any of the purposes listed under the “What information is collected and how it is used” section above. The only exceptions to this are where:

- The law requires us to hold your personal information for a longer period, or delete it sooner
- You exercise your right to have the information erased (where it applies) and we do not need to hold it in connection with any of the reasons permitted or required under the law

## Your rights

You are entitled to request the following from Seaxe under your Data Subject Rights. More information on these can be found on the Information Commissioners website: [www.ico.org.uk](http://www.ico.org.uk)

- Right of access – to ask for details or a copy of your personal information we hold and request information about how we process it
- Right to rectification – to have your personal information corrected if it is inaccurate or incomplete
- Right to erasure (also known as the Right to be Forgotten) – to have your personal information deleted from our files and/or servers – Please contact any Committee Member

**It should be noted that if we erase your data, you will no longer receive any communications, details of events or other activities and, effectively, your membership will lapse immediately**

- Right to object - to object to processing of your personal information

## Complaints

You have the right to lodge a complaint with a data protection regulator in a country you work or live or where your legal rights have been infringed. Where your personal information has or is being used in a way that you believe does not comply with data protection, you may contact the Information Commissioner’s Office (ICO), the UK data protection regulator. Details are available on the ICO website [www.ico.org.uk](http://www.ico.org.uk). However, we ask that you contact us before making any complaint so we can try resolve any issues or concerns you may have.

## Contact

Should you need to contact us please e-mail: [enquiries@seaxeclub.org](mailto:enquiries@seaxeclub.org)

You can also write to us via the Contact Page on the club website.