



Orford House Social Club Privacy Policy

Orford House Social Club (hereafter 'the Club') respects your right to privacy. As part of our commitment to protecting your privacy, we have produced this notice to explain what personal data we hold and how we use it. We also want to make you aware of your rights under the Data Protection Act.

What personal information do we hold and why?

We collect the minimum amount of information that we need to run our Club effectively. This information comes directly from the information you provide to us in your Membership Application or Renewal form, or provide on request, namely:

- Name
- Postal address
- Telephone numbers
- Email address
- Photograph
- Vehicle registration

How do we collect this personal information?

All the information collected is obtained directly from you, either when you make your initial membership application, on renewal, or where we subsequently request it. When you first provide your personal information for membership purposes, we will also request you provide consent for us to store and use your data via a tick box. By renewing your membership you are agreeing to renew this consent, to ensure our compliance with data protection legislation.

In giving us your personal information you are giving us your consent to store it and to use it in the ways set out below:

How do we use this information?

By joining the Club you give consent to us to communicate with you:

- To notify you of meetings and other events and activities or to send you a Newsletter
- To send you information that you have specifically asked for, such as a membership application form.

Information may also be uploaded to the Club's website to show events, or the results of bowls matches and may include photographs of participants, players or spectators.

You also give your consent to us sharing information with our service providers whose work is essential for the delivery of our services to you. These include database services, website hosting or email delivery services or, if required to do so, by the police, a regulatory or government authority. We will never share your personal information with any third parties for marketing purposes.

How we protect your data and keep it secure

The Club is committed to protecting and safeguarding the personal information you entrust to us by storing it securely.

We will keep your information only for as long as is necessary and for the purposes set out in this privacy policy or to fulfil our legal obligations.

We will not and do not want to keep more information than we need or for longer than we need.

We do not pass your data on to anyone else unless you give us permission.

We will never provide your personal information to any third parties for marketing purposes.

We will use a secure e-mail system when we communicate with you to ensure your data is not shared.

When we will delete your data

We will delete your personal information from our electronic files and databases when:

- You notify us that you want to end your membership of the Club
- You notify us that you want some or all your data deleted
- Three years after the expiry of your membership, should we not receive any instructions from you to the contrary
- Any updates or changes to this policy will be posted on our website at www.orfordhouse.org
- If you want to contact us to delete or alter your data, please contact The Club Secretary, Orford House Social Club, 73 Orford Road, London, E17 9QZ, or secretary@orfordhouse.org

How to complain

If you are not happy with the way the Club has handled your data privacy, you can complain to the Information Commissioner's Office (ICO). They are the UK's Data Protection watchdog or 'Supervisory Authority'. You can submit a complaint via <https://ico.org.uk/concerns/> or call 0303 123 1113.

Contact us

If you have any questions about the Club's privacy policy or practices, please contact The Club Secretary, Orford House Social Club, 73 Orford Road, London, E17 9QZ or secretary@orfordhouse.org