

**BARCLAYS BANK**  
**CAMBRIDGE DISTRICT PENSIONERS' CLUB**  
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**GENERAL DATA PROTECTION REGULATION (GDPR)**  
**Data Privacy Notice**

*1 Introduction*

This Data Privacy Notice explains how your personal information is processed in connection with the Cambridge District Pensioners' Club ("the club"). The Club is run by a committee ("we").

We take your privacy seriously. We are committed to complying with the General Data Protection Regulation (GDPR) and all other applicable data protection and privacy laws to ensure we properly protect your personal information (information which directly identifies you or pieces of information which could allow you to be identified). We will be the controller of your personal information (as we are responsible for how your personal information is used).

Our website, [www.bbcdpc.org](http://www.bbcdpc.org), links to other websites, which will have their own privacy policies and terms.

Please take the time to read this privacy notice as it explains how we collect, use and store your personal information and the rights you have in relation to the protection of your personal information. If at any time you have any concern about how your personal information is being processed by us please let us know by contacting the Club Secretary.

*2 What Personal Information do we collect and how?*

When you joined the Club you may have provided us with your full name, address, email address, telephone number/s, name of spouse/partner as appropriate. During your membership of the Club you may also have provided us with changes to your information such as address, email address, telephone numbers, spouse/partner.

We may also collect additional personal information about you through our dealings with you, for example, this may include information you provide when you sign up to club events or correspond with us, including by email, letter and during telephone calls.

Occasionally the information we collect or receive is classed as a special category of personal data. These types of personal information are more sensitive, for example, concerning your health. We may need to obtain your specific consent to process these special categories of personal data and where your consent is required we will ask you for it at the relevant time. You may withdraw your consent at any time. You do not have to provide your consent but if you choose not to give it or to withdraw it this may prevent us from providing you with the best welfare services. Where it is not possible or practical to get consent (for example in serious ill-health cases) then we will only hold your sensitive personal data where it is necessary for us to carry out our welfare objectives.

If you are the lawful representative of a club member we will need to collect your contact details in order to enable us to communicate with you in relation to the person you represent.

*3 What will we use your personal information for?*

We collect and process information about you for the purposes of fulfilling the social and welfare aims of the club and for other legitimate purposes relating to the operation of the club. We will only use your personal information for the purposes of organising our social events and welfare visits; updating, consolidating and improving the accuracy of our records; providing information to you about the club from time to time; providing you with the information that you request from us.

4 *Who do we share your personal information with?*

The club holds personal data in order to keep you up-to-date with club activities and to run the social and welfare activities of the club. We do not share your personal information with any third parties.

For the purposes of IT hosting and maintenance, your personal information is located in the UK.

Within the club, members' personal information is only accessible to the club's secretary, club committee members and welfare officers. No third parties have access to your information unless we specifically say so in this Privacy Notice.

5 *How will we ensure that the processing we carry out is lawful?*

We take appropriate measures to ensure that all processing of your personal information by us is lawful. The lawful basis for the processing of your personal information (which is not a special category of personal data) is the legitimate interest of running the club's social and welfare activities.

Where you use the club website, we will process your personal information collected by using cookies in accordance with our cookie policy. You can view our cookie policy at [www.bbcdpc.org](http://www.bbcdpc.org).

If we need to rely on consent as the legal basis for processing special categories of personal information we will ask you for your consent at the relevant time.

6 *How will we store your personal information?*

Your personal information will normally be stored either electronically or in paper format. We do not send your personal information outside the UK.

7 *How long will we store your personal information?*

We will store your information until such time as we will no longer need it. Once your club membership ends we will delete your personal information held about you after a maximum of 5 years.

8 *How will we keep your personal information safe?*

We take the security of your personal information very seriously. We have physical security measures in place to protect it; electronic access to all systems containing your personal information is controlled and regularly reviewed; we have secure IT systems with passwords; we securely destroy personal information that is no longer required; use and disclosure of your personal information is strictly controlled to prevent inappropriate use or disclosure.

While no measure is impenetrable we do our very best to ensure that your personal information remains safe.

9 *What rights do you have?*

You have rights in relation to your personal information including the right to have your personal information corrected if it is inaccurate and the right to request to have the personal information we hold about you erased. Full details of these rights are on the ICO's website at [www.ico.org.uk](http://www.ico.org.uk).

10 *How to get more help*

If you have any questions about our Data Privacy Notice or would like to exercise any of your rights please contact the Club Secretary.

If you are unhappy about any aspect of the way we collect, share or use your personal information please let us know using the contact details above.

You also have a right to complain to the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone 0303 123 1113 or on its website at [www.ico.org.uk](http://www.ico.org.uk).

11 *How will you know if we amend this Data Privacy Notice?*

We may need to make changes to the Data Privacy Notice at any time. If we make any material change to how we collect your personal information or how we use or share it, we will update the Data Privacy Notice and we will inform you of these changes by our normal means of communicating with you including by email, in our newsletter or by post.

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