



Croxley Green Community Club - Privacy Policy

Croxley Green Community Club, Community Way, Croxley Green, WD3 3SU.

This Privacy policy explains how we use any personal information we collect from you when you become a member of Croxley Green Community Club.

What information do we collect from you?

We collect basic information on the application form such as name, address and date of birth. We also ask for an email address and telephone numbers and your favourite sports teams, although this data is not mandatory.

How will we use the information we collect from you?

Croxley Green Community Club is a private member's club and operates under a Club Premises Licence. Under the law applicable to that type of licence, we are required to collect and hold certain personal information in order to demonstrate and confirm adherence to that law. Your personal information is stored securely and used only for the purposes of managing your membership unless you opt in to marketing communications (see below).

Marketing

Where you have opted to receive information, we will use your personal details to provide information on Club events, trips, offers and other information on an infrequent basis. If you wish to opt out of marketing communications, or opt back in, please send a written request to the address above and we will process that request within 5 working days. You may still receive/not receive marketing communications during the period we are processing your request.

For members who have opted out of receiving marketing information, such information can also be obtained from posters and other publicity materials in the Club, our website, social media and traditional media outlets.

Sharing your personal information

As a matter of policy we do not sell, share or otherwise distribute any of your personal information to any third party, except where required by law or regulation.

Updates to your personal information

Any updates to your personal information should be notified to the Office Manager at the address above.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 12 April 2021.

Further information

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact the address above, phone 01923 777647 or complete the information form on our website www.croxleygreencommunityclub.com.

Recording customer details for Test and Trace: how we use your information

To support NHS Test and Trace (which is part of the Department for Health and Social Care) in England, we have been mandated by law to collect and keep a limited record of staff, customers and visitors who come onto our premises for the purpose of contact tracing.

By maintaining records of staff, customers and visitors, and sharing these with NHS Test and Trace where requested, we can help to identify people who may have been exposed to the coronavirus.

As a customer/visitor of Croxley Green Community Club you will be asked to provide some basic information and contact details. The following information will be collected:

- the names of all customers or visitors over 16
- a contact phone number for each customer or visitor
- date of visit and arrival time and departure time where possible

The Club is the data controller for the collection of your personal data, and is responsible for compliance with data protection legislation for the period of time it holds the information. When that information is requested by the NHS Test and Trace service, the service would at this point be responsible for compliance with data protection legislation for that period of time.

The NHS Test and Trace service as part of safeguarding your personal data, has in place technical, organisational and administrative security measures to protect your personal information that it receives from the event organiser, that it holds from loss, misuse, and unauthorised access, disclosure, alteration and destruction.

NHS Test and Trace have asked us to retain this information for 21 days from the date of your visit, to enable contact tracing to be carried out by NHS Test and Trace during that period. We will only share information with NHS Test and Trace if it is specifically requested by them.

For example, if another customer at the venue reported symptoms and subsequently tested positive, NHS Test and Trace can request the log of customer details for a particular time period (for example, this may be all customers who visited on a particular day or time-band, or over a 2-day period).

Under government guidance, the information we collect may include information which would not ordinarily be collected from you and which therefore is collected only for the purpose of contact tracing. Information of this type will not be used for other purposes, and NHS Test and Trace will not disclose this information to any third party unless required to do so by law (for example, as a result of receiving a court order). In addition, where the information is only collected for the purpose of contact tracing, it will be destroyed 21 days after the date of your visit.

However, the government guidance may also cover information that would usually be collected and held as part of ordinary dealings with you (perhaps, for example, your /name, date of birth and phone number). Where this is the case, this information only will continue to be held after 21 days and the we will use it as we usually would, unless and until you tell us not to.

Your information will always be stored and used in compliance with the relevant data protection legislation.

The use of your information is covered by the General Data Protection Regulations Article 6 (1) (c) - a legal obligation to which we are subject. The legal obligation to which we are subject, means that we are mandated by law, by a set of new regulations from the government, to co-operate with the NHS Test and Trace service, in order to help maintain a safe operating environment and to help fight any local outbreak of coronavirus. Data is not transferred outside of the UK.

By law, you have a number of rights as a data subject, such as the right to be informed, the right to access information held about you and the right to rectification of any inaccurate data that is held about you.

- You have the right to request that personal data about you is erased (although this is not an absolute right).
- You have the right to request that processing of personal data about you is restricted in certain circumstances.
- You have the right to object to processing of personal data about you on grounds relating to your particular situation (also again this right is not absolute).

If you are unhappy or wish to complain about how your information is used, you should contact the Committee in the first instance to resolve your issue.

If you are still not satisfied, you can complain to the Information Commissioner's Office. Their website address is www.ico.org.uk.

We keep our privacy notice under regular review. This privacy notice was last updated on 12 April 2021.