

## BWC Privacy Statement

This statement explains how we collect your personal data, why we use it and how we keep it safe.

### Who we are

Bookham Wine Club (BWC) is a members-only organisation run by a membership-elected committee, comprised of members. Details about the club can be found on the Club's website [[www.bookhamwineclub.org.uk](http://www.bookhamwineclub.org.uk)] where members may also access the Club's Constitution, which provides information about club processes. A copy of the Constitution can be provided on request.

For general membership queries and meeting attendance, contact the Membership Secretary: [membership@bookhamwineclub.org.uk](mailto:membership@bookhamwineclub.org.uk)

For information about the club, including data protection, contact the Secretary: [secretary@bookhamwineclub.org.uk](mailto:secretary@bookhamwineclub.org.uk)

### How we collect your information

We obtain information about you when you contact the club. For example, when you become a member and when you attend a meeting, or a special event.

### The types of information we hold

The information we collect includes your name, address, email address and phone number(s). We also collect information about volunteer roles within the Club, such as Committee Member or if you volunteer to be called upon to carry out a specific role during club meetings, for example; give the vote of thanks, pour wine, give presentations, meet-and-greet new members, or tidy-up at the end of meetings.

### Why we collect your information

We only use your information in accordance with the law, and for the following processing reasons:

- To register you as a member of the Club
- For the purposes of our legitimate interests. This includes contacting you with regard to carrying out a volunteering role and being able to send you details about special events or information about the Club.
- Compliance with a legal obligation.
- If you consent for us to do so (via the membership form)

Collecting and using your data will mean we are able to manage your membership and to provide you with relevant, topical and updated information.

### Who has access to your information?

The Committee members will have controlled access to your information to enable us to provide you with services/seek your services (where appropriate). This is in the form of an Excel spreadsheet which is maintained by the Membership Secretary and updated as new members join/members leave the Club. Completed membership forms are destroyed once the information has been transcribed to the membership spreadsheet.

We will not sell or rent your information to third parties. We will not share your information with third parties for them to market to you.

## **Your choices**

You have a choice about whether and how you wish to receive information from us. The club normally provides information at club meetings but there may be occasions when this may be provided via the Club's website, via email or by post. You will be asked to make your preferences clear when we collect your information. For the most part this is when you join the Club, or when you renew your annual membership. However, you can update your preferences at any point by contacting the Membership Secretary.

You have various legal rights over your information which we will always respect. Further detail about this is available from the Information Commissioner. [www.ico.org.uk](http://www.ico.org.uk)

## **How we protect your data**

Your personal data will only be held by the Committee via the Membership Spreadsheet. Committee members undertake to keep your personal data secure and to delete outdated copies of the membership spreadsheet in their ownership. Personal data will not be shared with anyone outside the committee.

Your personal details will be retained for as long as you remain a member of the club. If you decide to leave the club, or decide not to renew your annual membership, your details will be deleted from the membership listing.

## **Use of 'cookies' and automated decision making**

Like most websites, BWC uses 'cookies'. Cookies are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. Cookies make it possible for your browser to remember your setting and preferences. Cookies also collect statistical data about your browsing and do not identify you as an individual.

## **Links to other websites**

Our website contains links to websites run by other organisations. This statement applies only to our site and we are not responsible for the policies and practices of other sites.

## **Policy statement review**

This statement will be kept under review as part of our GDPR commitment.