

Greenock Police Athletic & Literary Club

General Data Protection Regulation Privacy Policy

1. About this Policy

This policy explains when and why we collect personal information about our members and visitors, how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <http://www.greenockpoliceclub.co.uk>

We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

We are Greenock Police Athletic & Literary Club (also known as Greenock Police Club). We can be contacted at Thom Street, Greenock, PA16 9BU, Tel. 01475 720749, Email. greenockpoliceclub@gmail.com

3. What Information we collect and why

Type of Information	Purposes	Legal basis
Memberships Members name, address, date of birth, tel. no, email address.	Manging club memberships.	For the purposes of our legitimate interest in operating the Club.
	Keeping in touch with members to provide information in relation to club activities and events, annual subscription renewal reminders etc.	For the purposes of our legitimate interest in operating the Club.
	Ensuring that Licensing Scotland Act 2005 is complied with.	For the purposes of our legitimate interest in operating the Club.
Functions Members name, contact tel. number, email address and home address and; Organisers Name, address and contact tel. number (if different from member)	Managing function bookings	For the purposes of our legitimate interest in operating the Club.

Visitors Names and addresses of visitors to the club premises	Ensuring that Licensing Scotland Act 2005 is complied with.	For the purposes of our legitimate interest in operating the Club.
---	---	--

Enquiries

When enquiring about the club we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will only be retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis.

Cookies

We may collect data about your use of the Site and Services through the use of cookies. A cookie is a small text file that is placed on your computer or mobile device when you visit a website, that enables us to recognize your computer/device, store your preferences and settings, enhance your user experience by delivering content specific to your interests, perform searches and analytics, and assist with security administrative functions.

The Cookies are not able to read data off your hard disk or read cookie files created by other sites and they do not damage your system.

We may use third parties to assist us in advertising, tracking aggregated and/or pseudonymised site usage statistics, and providing content-sharing services to support the Services. These third parties may also use cookies and similar technologies to collect similar information about your use of the Services.

Greenock Police Athletic & Literary Club uses cookies and similar technologies for the following purposes:

- **Analytics and Research** – To help us better understand how people use our Services, we work with an analytics partner, Google Analytics; to help us improve and understand how people use the Services. For example, cookies help us test different versions of our Services to see which particular features or content users prefer. We might also optimise and improve your experience using the Services by using cookies to see how you interact with the Services, such as when and how often you use them and what links you click on. To find out more about how Google uses data when you visit a website that uses Google Analytics, please visit <https://www.google.com/policies/privacy/partners/>. We use these technologies on the Services, including our website and Apps. We do not release the information collected to any third parties, other than to our service providers who assist us in providing the Services and only in accordance with this Policy.

You have a number of options to control or limit how we use cookies. Most browsers automatically accept cookies, but you can modify your browser setting to limit or decline cookies by visiting your browser’s help page. The browser manufacturers, not Greenock Police Athletic & Literary Club control these settings. You can change your settings to notify you when a cookie is being set or updated, or to block cookies altogether. Please consult the “Help” section of your browser for more information (e.g., Internet Explorer; Google Chrome; Mozilla Firefox; or Apple Safari). If you choose to decline cookies, please note that you may not be able to sign in, customize, or use some features of the Services. For general information about cookies and how to disable them, please visit www.allaboutcookies.org.

4. How we protect your personal data

Electronic records of members details are held on a secure usb drive, which is both pass-key protected and hardware encrypted. As the drive is accessed via an on-board keypad and not via a keyboard, it is not vulnerable to software/hardware based key-loggers or brute force attacks.

Hard copy documents including membership applications and function booking forms are retained in a lockfast office within the club premises. The club is protected by a 'monitored' intruder alarm system.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

5. Accuracy and retention of data

Each individual member is responsible for keeping the Club Secretary informed of changes to their data (e.g. address/telephone number etc.)

Membership personal data – Hard copy application forms will be normally be kept for up to 7 years. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Electronic records will be held for 1 year following the end of the subscription year when the member fails to renew or cancels membership.

Function booking personal data – The data will be normally be kept for up to 7 years.

Visitor personal data – The data will be normally be kept for up to 2 years.

6. Your rights

As a data subject, you have a number of rights in relation to your personal data as follows:

- The right to access information about the personal data we are processing and to obtain a copy of it;
- The right to require us to change incorrect or incomplete data;
- The right to request that we erase or stop processing your data in certain circumstances; and
- The right to object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, or if you have any concerns about how your personal data is being processed, please contact us using the details above.

If you are still unhappy with the way that Greenock Police Club has dealt with your personal data, then you can contact the Information Commissioner. Contact details are available at <https://ico.org.uk/make-a-complaint/>