

# Harlaxton Sports and Social Club

## PRIVACY POLICY

### How we will handle your personal data and protect your privacy.

A guide to how we meet the requirements of the Data Protection Act

Making sure personal data is secure and properly dealt with is of paramount importance in our dealings with you. It is therefore important you understand what information we will take, why we need it, and how we will process your details.

### What data will you ask me for?

We will ask for minimum information from you. The information we ask for is your name (or that of the your club or organization), address, telephone number (optional) and email.

### Do I have to provide my personal data?

For HSSC to be able to process your individual membership application or hire agreement we need you to provide the above information

### How will you use my data?

The primary reasons for use of your data:

- 1) New membership application;
- 2) Renewal of membership;
- 3) Hire agreement for HSSC building and facilities.

### How long we will store your data?

We will only keep your personal information as long as necessary.

### Can I see a copy of my personal data?

Yes. Please write to HSSC and we will vide a copy of any personal data we hold within one calendar month of receiving your request. Please note that we may need to verify your identity before providing the information.

### What if my data is incorrect or incomplete?

You have the right to have your data corrected or completed by contacting HSSC in writing (details below).

### Can I have my data erased?

Yes. To have your information erased please contact HSSC in writing.

### How can I get more information?

If you would like further details on how we use your personal information or if you have any data protection queries, please write to:

HSSC, Manor Drive, Harlaxton NG32 1HU

I confirm receipt of a copy of the Privacy Policy and give consent to my data being used as set out in this notice.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_