

Stourbridge Old Edwardian Club

Privacy Policy (General Data Protection Regulation)



1 Statement of Intent

The very nature of the Club, as a membership organisation, dictates that we obtain personal information from members in order to administer the membership process and communicate with members on a range of membership and Club issues.

The purpose of this policy is to be transparent about how Stourbridge Old Edwardian Club (SOEC) will collect, use and protect the personal information you provide to us, whether online, hard copy, via telephone, or in any other correspondence.

Personal data is information that relates to identifiable individual living individuals. We are committed to safeguarding personal information.

2 Collection of Personal Data

In any contact you have with SOEC, you may provide certain personal data to us, which we will compile and process in accordance with this Privacy Policy. This might include (among others) information such as name, address, email address, age, and telephone number. By providing such information, you agree to its use and storage in accordance with this Privacy Policy.

3 Sharing and Security of Personal Data

3.1 In-House Storage

SOEC's master membership database, containing all the personal data submitted on new application or renewal forms, is transferred to and held on an EXCEL spreadsheet. This is personally owned, maintained and secured by the Hon. Membership Secretary in his own computer environment. An additional copy is stored within a secure, hidden knowledge section of SOEC's website with its own password. This copy is inaccessible except to certain Committee members who may need to communicate directly with members.

In line with SOEC's bylaws, a contact-only subset is securely held on the Club premises in case of urgent need to contact specific members and is under the control of the Stewards.

3.2 External Sharing and Storage

A subset of data consisting of names and email addresses only is taken from the membership data to populate the distribution list for SOEC electronic newsletters and news alerts. The same data is held for others who have requested being on the circulation list.

This data is held within the SOEC specific database of our email communication provider CREATESEND (a respected Australian based provider used by thousands of organisations worldwide and they have their own GDPR policy). They secure and do not share this data with any other organisation and it is specific to the use to which it is put by SOEC.

4 How SOEC Uses Your Personal Data

SOEC will use personal data for the purposes of fulfilling our obligations to our members only or to send communications to others who have requested inclusion on newsletters and updates. We do not offer information about members and others to any third party other than those who need it to fulfil our operational email processes (who in turn keep it secure and do not share it).

4.1 Postal Contact

SOEC will contact all of its members by post periodically using the address details as provided. We will do this whenever it is essential to reach all of our members in acknowledgement that some do not have email or Internet access. Such essential occasions include annual membership renewals; communication about Annual or Extraordinary General Meetings; or to offer the chance to contribute to confidential opinion surveys which may affect future policy.

4.2 Email Contact

SOEC will contact members and others in response to email correspondence.

We will issue electronic newsletters and information alerts to members and others who have requested them. There is the option to unsubscribe from receiving future email newsletters and alerts by clicking the unsubscribe link on all such communications.

4.3 Administrative Use

In addition to contact details, SOEC stores additional information obtained pertinent to membership. This includes age, type of membership, and initial date of becoming a member. This information facilitates the generation of various internal statistics to monitor trends, profile the membership and advise future policy.

4.4 Retention of Personal Data

It is our intention to continue to hold personal data (as initially provided) for those who have ceased membership until such time as those affected inform us they want it deleted. This is to be advantageous to both parties in the event of the need for future communication.

5 Enquiries

Should you have any queries about this Privacy Policy, please address them to the Club via the Contact section of the website (www.olderclub.org) or write to us at the Club.