

Woking Seniors Club (WSC) – Personal Data

Privacy Notice

Personal data for all Members of Woking Seniors Club is required for the purposes of administration, communication and collection of subscriptions. The General Data Provision Regulations (GDPR) (superseding the Data Protection Act) require explicit consent to storing and processing personal data from each Member according to the mandatory statements below comprising this privacy notice.

1. The WSC Data Controller is the current Chairman of WSC.
2. The lawful basis for processing the data is Consent.
3. The legitimate interests of the Controller are to enable communication and administration with WSC Members, including notification of meetings, events, subscription requests and changes of dates of attendance with email as the primary means of communication.
4. Personal Data held by WSC is limited to that supplied by members of WSC as members contacts. Data categories held are: Name; Phone contact(s); Residential address(es); email address(es). Date of birth; Date of Retirement and former Occupation.
5. Personal Data will not be shared outside WSC or be used for marketing, profiling or automated decision-making purposes. It will be made available to other committee members to share administration duties.
6. Members' data will be removed from the WSC email group when a member retires from WSC. Members may also request removal where relevant, eg. change of address. Paper records including minutes of meetings which may include reference to individuals (eg. apologies for absence) will be stored indefinitely for archival record purposes.
7. Members have the right to check their recorded data and to provide updates eg new email address. Members have the right to lodge a complaint with a supervisory authority.
8. Consent is highly recommended but remains optional. Failure to provide the data requested may prevent email notification of WSC activities and thus restrict opportunities to participate in decision making. Lack of consent will not remove members' liability for annual subscriptions and shared administration costs.

To confirm your consent for WSC to hold and process your personal data in accordance with GDPR requirements please print this page, complete and sign where indicated on the Consent Form below then return the entire page to the Chairman of WSC. This consent form will enable WSC to comply with GDPR and send relevant email communications to you.

Consent Form

The undersigned Member confirms consent to WSC holding and processing the following personal data in accordance with GDPR requirements and the Rules of the Woking Seniors Club.

Woking Seniors Club Member	Member Contact Please complete each box
Name:	
eMail address:	
Telephone:	
Signature:	
Signature Date:	