

Candlewick Ward Club

Privacy Policy: April 2021

This Privacy Policy forms part of the terms & conditions for being a member of the Candlewick Ward Club (“CWC”).

CWC is committed to protecting the personal information of its members and prospective members and will only use your personal information for the purposes of the club’s activities and events and to provide you with details of those activities and events.

- All personal data is controlled by the Chairman, Honorary Secretary and the Committee.
- Your data will not be divulged to third parties without your consent unless such details are required to comply with prevailing legislation or regulation.
- You have the right to ask the Honorary Secretary to show you what information is held about you. We want to make sure that your personal information is accurate, complete and up to date and you can ask us to correct any personal information about you that does not meet these standards.
- You may ask for your data to be deleted if you wish to withdraw your consent to CWC holding your information.
- If you have any concerns about the way in which we are collecting or using your personal data, you can raise your concerns with the Data Protection Officer.
- Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk>
- You are not required to pay any charge to exercise your rights and, if you make a request, we have one month to respond to you.

The type of personal information we collect

The type of personal information we collect and process includes your:

- Full name
- Postal address (this may be your home and/or business address)
- Email address (this may be your personal and/or business email address)
- Telephone number (this may be your mobile and/or landline telephone numbers)
- Names of family members, if applicable.
- Other information as disclosed on your application form for membership.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you. This information is given by you by email, forms on the website, over the telephone, face-to-face or by postal mail.

We collect personal data primarily to support and advance CWC’s events and activities, support the City and the Lord Mayor and support charitable works.

We use the information that you have given us in order to conduct CWC's club activities, to send you information about our events and activities, to register you for events, and to keep our records up-to-date. From time to time, we may use your information to contact you for conducting surveys to better tailor our events and activities to members' interests.

Your personal information will primarily be used internally within CWC. However, if you participate in a lunch, dinner, or other event, we will normally have to provide your name and possibly other details to other organisations.

How we store your personal information

We are committed to ensuring that your personal information is kept safe and we have put into place appropriate physical, electronic and other procedures to safeguard the information we collect.

We will retain your personal data whilst you are a member of CWC. Upon leaving, we retain your name and relevant details to support our historical records.

Lawful bases for processing personal data

The lawful bases for processing your personal information are as follows:

- **Contract.** We process information about you to enable us to offer and provide our services as a club to you as a member.
- **Consent.** Once you have agreed to this Privacy Policy, you will be registered for the processing of your personal data, based upon your consent.

Our contact details and how to complain

CWC's Data Protection Officer (DPO) is the Chairman for the time being: the DPO is the primary point of contact for data protection matters. If you have any concerns about our use of your personal information, you should raise your concerns by email to the Honorary Secretary at candlewickwardclub@gmail.com or send a letter by registered mail to: Honorary Secretary, Candlewick Ward Club, 4-5 Tower Cottages, Water Lane, Barnham, Suffolk, IP24 2ND, and your communication will be forwarded to the DPO for action.

You can also complain to the ICO if you are unhappy with how we have used your data. Full details are on the ICO website: <https://www.ico.org.uk>