

## **BROADSTONE RBL CLUB GDPR STATEMENT**

### **General Data Protection Regulation (GDPR)**

The following provides information about the member data that we hold and what it is used for in line with GDPR requirements.

#### **What data do we hold and why**

The individual member data that we hold is that which you provide on your application and any subsequent updates to that information that you provide at renewal or at any other time during the year. The data is used to create/maintain individual membership records in a database that allows us to process membership applications, create membership cards, track payments, activate door entry systems, determine who are paid-up members and offer benefits such as bar discounts accordingly.

The information that you give us also enables us to contact you about any membership issues or events that you have signed up for as well as provide you with information about upcoming Club events and news updates. By providing us with an email address you consent to us using it for these purposes only. If we cannot contact you by email, we may also use your telephone number(s) and/or postal address for these purposes but you may opt out of communication from us by these means for anything other than important membership related issues at any time. Use the check boxes on your application/renewal form, or contact us by the means shown below.

While the data that we hold is confined to that you provide on your application and any subsequent updates that you give us, you do have the right to ask for a copy of that information at any time.

#### **How is the data protected and who can access it**

The membership database is encrypted and paper records are kept under lock and key. Access is available only to those who require it for legitimate membership related purposes or when we are legally required to provide it to appropriate authorities. We periodically check your name only with the Royal British Legion to confirm that you are also one of their members as this is a RBL licence requirement but we do not share your personal information with any other organisations.

#### **Data deletion**

In order to operate an effective membership renewal process, we assume the right to maintain individual member data for up to 60 days after the due date if a membership is not renewed but will then lapse such memberships and delete the associated member records to ensure that personal data cannot be compromised in the future. However you may request that your membership record be deleted at any time by contacting us as shown below. Once your membership record is deleted, you will cease to be a member of the Broadstone RBL Club. You will then have to complete a new member application and pay the associated fee if you wish to re-join.

#### **Consent**

By continuing to be a member of the Broadstone RBL Club, you consent to us holding the personal information that you provide to us for the purposes outlined above.

#### **Contacting us**

You may email us at [membership@broadstonelegion.co.uk](mailto:membership@broadstonelegion.co.uk), drop a note addressed to the Club Membership Team in the post box behind reception or write to us at:

Membership Team  
Broadstone RBL Club  
5 Tudor Road  
Broadstone  
Dorset  
BH18 8AW