

KENILWORTH TANGENT PRIVACY NOTICE: Last updated May 2018

We are Kenilworth Tangent which is open to members who are admitted with the approval of its Committee. The Chair of Kenilworth Tangent has the discretion to appoint honorary members and may extend invitations to events to individuals identified as potential new members. Kenilworth Tangent is affiliated to the National Association of Tangent Clubs ("National"). This privacy notice applies to the information we collect from you upon your becoming a member of and during your membership of Kenilworth Tangent.

Kenilworth Tangent's legitimate interest is the legal basis for processing your data.

Purpose for processing information:

- To register your membership with us and National.
- To maintain a directory of current members, honorary members and potential new members.
- To provide information to members about events, facilitate broader communication between Kenilworth Tangent, and National, Kenilworth Ladies Circle, Kenilworth 41 Club and Kenilworth Round Table, and generally to support your membership of Kenilworth Tangent;
- Conducting the business of Kenilworth Tangent such as, but not limited to, administering subscriptions, organising events, responding to enquiries or complaints, for insurance purposes, for the collation and maintenance of the historical record of Kenilworth Tangent, its members and activities.

The information is processed with your consent.

Personal information collected:

- Name
- Address
- Telephone number and
- E-mail address

In the course of organising events we may also add your name to an attendance list, take details of any food preferences, take photographs of you whilst at an event, obtain your bank details to process refunds if appropriate. Bank details will only be stored for so long as they are needed to effect the particular transaction for which they were taken and will then be securely destroyed. In the interim they will be securely held by the Treasurer.

We will never sell or lease your personal data nor will we use it or permit it to be used for marketing purposes.

We will only share your information in the circumstances set out below.

We may share your information with:

- National. Your name is included in the capitation return sent to National each year. National's privacy policy is set out in the capitation form which can be found at <https://tangent-clubs.org/wp-content/uploads/2018/04/capitation-form-2018-19.pdf>;
- Kenilworth 41 club which has a privacy policy and has adopted the guidance issued by The Association of Ex-round Tablers' Clubs which can be found at <https://tangent-clubs.org/wp-content/uploads/2018/04/capitation-form-2018-19.pdf>;

- Kenilworth Ladies Circle and Kenilworth Round Table. At the time of writing neither has a published privacy policy. We will only disclose such information as is necessary to help organise events and on the basis that it is held securely, only for those purposes and is not sold, rented or further shared in any way;
- The creator and the administrators of the Kenilworth Tangent website. Access is for dealing with maintenance and resolving technical issues only. The website does not use cookies or other profiling means. The website is hosted by Fasthold Limited, a company operating within the EEA. It's privacy policy can be found at <https://www.fasthosts.co.uk/terms/privacy-notice>. We use Google to send out the e-mail bulletins from the website whose privacy policy which can be found at [https://policies.google.com/privacy/update?gl=GB&hl=en](https://policies.google.com/privacy/update?gl=GB&hl=en;);
- Guest users of the website such as potential new members and honorary members whose admittance is with the approval of Kenilworth Tangent's Committee. Passwords are issued to members, honorary members and potential new members. An individual's information is available only on the password protected members area of the website. Each member is responsible for keeping their information up to date and can edit their information at any time;
- Our bankers for the purposes of processing payments to and from Kenilworth Tangent;
- Our accountants to the extent necessary to prepare a set of accounts and assist with setting the capitation budget. We will take all reasonable steps to ensure they keep any personal information securely and only for these purposes.

How long will we hold your information?

- For potential new members, when you notify us in writing that you are no longer interested in becoming a member we will delete your personal information from our records as soon as reasonably practical after receipt of such notification;
- For members and honorary members for the duration of your membership of Kenilworth Tangent. When your membership of Kenilworth Tangent ceases for any reason we will retain your personal information as part of our historical record and so that we can invite you to anniversary events unless you notify us in writing that you do not wish us to keep your personal information whereupon we will delete your personal information from our records as soon as reasonably practical after receipt of such notification.

Your information rights:

If you have a query or complaint about your rights, then in the first instance please contact the data protection officer by e-mailing us at dpo@kenilworthtangent.net. If your concern is not addressed to your satisfaction you can report your concern to the Information Commissioner's Office at www.ico.org.uk.

For access to, rectification of, erasure of, restricting or objecting to processing your personal information please contact us by e-mail at dpo@kenilworthtangent.net.