

## Privacy Policy

The Bury St Edmunds and Farmers Club (BSE&FC) is committed to protecting your personal information and this Privacy Policy tells you how we collect your personal data, as a member or user of our club, how we store it, how we use it, and how we keep it safe. We shall only use your information in line with all the applicable data protection laws, including the: UK General Data Protection Regulation (UK GDPR) Data Protection Act (DPA) 2018.

We are committed to ensuring that your information is secure, so your information will be held in a secure environment, and access to it will be restricted according to the “need to know” principle. To prevent unauthorised access or disclosure we have put in place suitable physical, electronic, and managerial procedures to safeguard and protect the information we collect online.

## What data we collect about you

We process the personal data of Members, prospective members, suppliers and employees. We may collect, store and use the following personal information about you:

- Information that you provide to us when applying for membership
- Information that you provide to us when requesting information from us
- Booking information and reservations
- Information that you provide to us to subscribing to our e-newsletter and emails
- Any other information you choose to provide to us, including business cards
- Information you choose to give us when making an application to work for us
- CCTV footage, which in certain areas includes audio, for security purposes
- Biometric clocking data
- Photographic images and video footage of Club events and attendees of these events for marketing and promotional purposes

Please let us know if the personal data we hold about you needs to be corrected or updated. The personal data you provide to us can include:

- Name
- Address
- Postcode
- Country
- Contact details such as email addresses and telephone numbers
- Date of birth
- Business/company name
- Demographic information such as preferences and interests
- Information relating to visits, bookings and purchases you have made, including payment details
- Information relating to Member surveys or offers
- Work experience and interview notes when you apply to work for us
- Any other personal information that you choose to send us

- Data we collect from social media interaction, or saved as files (known as ‘cookies’) from our online services

## What we do with your information

We promise that we shall only use your data in the way you wish, and we shall always respect your privacy. We shall keep your personal data within the BSE&FC and our trusted third parties except where disclosure is required by law, for example to government bodies and law enforcement agencies. We process your data for the following purposes, and under the following legal grounds:

### Purpose

- To provide you with services, and to deal with enquiries and requests about them, to contract with you to help us provide or administer our services
- To process your online orders and collect payment. For the avoidance of doubt we do not store credit/debit card information
- To keep you informed and updated on relevant products and services in which you may be interested
- To maintain records of current, past and potential members, suppliers and employees
- For market research purposes, conducting Member satisfaction surveys and responding to your website visits in order to improve our services
- To invite you to be a guest speaker or sponsor one of our events or webinars
- To provide you with useful data news and information by post and email
- To maintain your contact preferences
- To administer our website and keep it secure

### Legal Basis for Processing

The processing is necessary to meet contractual obligations into which you have entered as a Member, venue user, supplier or employee. In other words, we use your personal information to fulfil the services you have asked us to provide. The processing is necessary to meet contractual obligations into which you have entered as a Member or club user for our legitimate business interests. We have conducted a legitimate interest assessment in which our interests and those of our clients, suppliers, business contacts and prospects are balanced.

### Disclosing your personal data

Your information may be used by the following parties under our control:

- Employees who deliver our services
- Third parties who provide a service to us: such as our suppliers of banking services, our CCTV contractor, and so on

We shall keep your personal data within BSE&FC and our trusted third parties except where disclosure is required by law, for example to government bodies and law enforcement agencies.

The BSE&FC will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third party service providers, agent subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example for the organisation of excursion trips for members of the BSE&FC). However, when we use third-party service providers, we disclose only the personal information that is necessary to deliver the services, and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes unless requested to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

## How long we keep your personal information

We only keep your personal information for as long as we need to, so that we can use it for the reasons described above. Where your information is no longer required or is no longer relevant, we will ensure it is disposed of securely. The actual period for which we store your personal information will vary depending on the type of personal information and how it is used.

## Your rights and control over your personal data

Under the General Data Protection Regulation UK, you have various rights which we have summarised below. To exercise any of these rights, please contact [chairman@bsefc.co.uk](mailto:chairman@bsefc.co.uk). You have the right to:

### *Access your personal data by making a subject access request*

You have the right at any time to ask us what personal information we hold about you, and to ask us to update, amend or delete any data that is incorrect or out of date. As data controller, we will be as clear and transparent as possible and uphold any requests for data disclosure or amendment as soon as possible. To protect your privacy and security we may need to verify your identity before disclosing or deleting your data.

### *Rectification, erasure or restriction of your information where this is justified*

The accuracy of your personal data is important to us. You can rectify/update your personal data, including your address and contact details at any time. If you find any inaccuracy in your data at any time, we will delete or correct it promptly at your request. Proof of identity may be required in some circumstances.

### *Object to the processing of your information where this is justified*

You have the right to 'block' or suppress processing of your personal data. However, we will retain just enough of your personal data to ensure that the restriction is respected in the future. You have the right to object to your personal data being processed, for marketing and for research purposes. From the very first communication from us and every marketing communication we send after you will have the right to object to marketing.

### *The right to make a complaint to the data protection regulator*

If you wish to lodge a complaint or seek advice from a supervisory authority, please contact the Information Commissioner's Office (ICO). The ICO is the UK's independent body set up to uphold your rights to data privacy. The ICO can be contacted at:

The Office of the Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

T: +44 (0) 01625 545 745

W: [www.ico.org.uk](http://www.ico.org.uk)

## Data transfers

Your personal data will not be stored, processed, or transferred outside the EEA. In the event that we ever encounter a scenario which would require a transfer outside the EEA (e.g. for a foreign excursion for members) we will explicitly seek your consent to share information. European data protection laws include specific rules on transferring personal information outside the EEA.

## Links to Other Websites

Our website may contain links to and details of other websites that are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you that will be used by them in accordance with their Privacy Policy, which may differ from ours. It will be helpful for you to read their Privacy Policy before providing them with your personal data.

## Privacy and Cookies

We will ask you to consent to any use of cookies on our website in accordance with the terms of this policy when you first visit our website. To find out more about cookies, please visit [www.aboutcookies.org](http://www.aboutcookies.org).

## Contact Us

We are registered as a Data Controller with the UK Information Commissioner's Office. Ref: ICO:00018835262.

If you have any questions about this policy or your personal data, please contact:

Chairman

Bury St Edmunds & Farmers Club

10 Northgate Street

Bury St Edmunds

Suffolk

IP33 1HQ

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