

Privacy Notice for SGRA

What personal data does SGRA collect?

The data which SGRA routinely collects includes members' names, addresses and email addresses. This data is collected in writing from our members when they join SGRA and amended if subsequently advised.

What is this personal data used for?

Members' data is used for the administration of membership and for the distribution of Newsletters by email to those who have requested it.

Who is membership data shared with?

Personal data is not passed on to any third party.

Where does this data come from?

Data for our members comes from them when they complete a Membership Application form or when they update their information directly to SGRA.

How is membership data stored?

This information is mainly stored in digital form on a computer.

Membership Application forms, or amendments to them, are stored in a locked unit. Access to this data is restricted to SGRA's Data Controller.

Historic data is on paper records. Access is restricted to the Data Controller.

Who is responsible for ensuring compliance with the relevant laws and regulations?

The Data Controller for SGRA is the Treasurer.

Who has access to members' data?

Only the Data Controller has direct access to all members' data. Data may be passed to Committee members, if required, in order to carry out their legitimate tasks for the organisation.

What is the legal basis for collecting this data?

SGRA collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

How can a member check what data is held about them?

To see the basic membership data held about them, a member should contact the Data Controller via email to admin@sgra-isleworth.org

Does SGRA collect any "special" data?

SGRA does not collect any special personal data as defined in the General Data Protection Regulations.

How can members ask for data to be removed, limited or corrected?

Contact the Data Controller if you wish any data to be removed, limited or corrected.

Members may maintain their club membership with their correct name but with limited contact details. However, SGRA needs to have at least one method of contacting a member.

Members may choose not to receive information emails from SGRA. We do not send any out on behalf of other organisation.

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How long do we keep members' data, and why?

We normally keep members' data for 2 years. This includes lapsed membership details in case they wish to re-join. However, we will delete any former member's contact details entirely on request.

Data relating to the years 1985 to 2004 is in a Ledger and has been retained for historical reasons.

Data relating to accounting is kept for the legally required period.

What happens if a member dies?

SGRA normally removes members' information after they die.

Can members download their data to use it elsewhere?

SGRA does not make provision for data to be downloaded.

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