



SOUTHWICK VILLAGE D-DAY REVIVAL

DATA PRIVACY POLICY v2

1. About this Policy

- 1.1. This policy explains when and why we collect personal information about our members, volunteers, visitors and business partners, and how we use it and how we keep it secure and your rights in relation to it .
- 1.2. We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- 1.3. We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website <https://www.southwickrevival.co.uk> or via our Facebook page <https://www.facebook.com/SouthwickRevival/> regularly for any amendments (but amendments will not be made retrospectively).
- 1.4. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are we?

- 2.1. We are Southwick Village D-Day Revival Group. We can be contacted at www.southwickrevival.co.uk, info@southwickrevival.co.uk or 023 923 25252.

3. What information we collect and why.

| Type of information | Purposes | Legal basis of processing |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Member's name, address, telephone numbers, e-mail address(es). | Managing the Member's membership of the Group. Managing the Event roster. | Performing the Groups's contract with the Member. For the purposes of our legitimate interests in operating the Group. |
| Event Visitor's name, address, telephone numbers, e-mail address(es). | Managing the Visitor's access of the Event. Managing the Event roster. | Performing the Group's contract with the Member. Issuing Visitor passes and tickets |



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| Event Volunteer's name, address, telephone numbers, e-mail address(es). | Managing the Volunteer's access of the Event. Managing the Event roster. | Performing the Group's contract with the Volunteer. Issuing passes and tickets |
| Event Business Partner's name, address, telephone numbers, e-mail address(es). | Managing the Business Partner's access of the Event. Managing the Event roster. | Performing the Group's contract with the Business Partner. Issuing passes and tickets |
| Emergency contact details | Contacting next of kin in the event of emergency | Protecting the vital interests of members, volunteers, visitors, business partners and those of their dependants |
| Date of birth / age related information | Managing event access categories which are age related | Performing the Club's contract with the Member, volunteer or visitor. |
| Gender | Provision of adequate facilities for members . | For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender. |



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| <p>The Member's name, car registration number</p> | <p>Managing car parking access.</p> <p>Allocating car parking and compound spaces.</p> | <p>For the purposes of our legitimate interests in providing site access and parking facilities</p> <p>Holding events for the benefit of members of the Group.</p> <p>For the purposes of our legitimate interests in operating the Group</p> |
| <p>The Volunteer's name, car registration number</p> | <p>Managing car parking access.</p> <p>Allocating car parking and compound spaces.</p> | <p>For the purposes of our legitimate interests in providing site access and parking facilities</p> <p>Holding events for the benefit of volunteers of the Group.</p> <p>For the purposes of our legitimate interests in operating the Group</p> |
| <p>The Visitor's name, car registration number</p> | <p>Managing car parking access.</p> <p>Allocating car parking and compound spaces.</p> | <p>For the purposes of our legitimate interests in providing site access and parking facilities</p> <p>Holding events for the benefit of visitors to the event.</p> <p>For the purposes of our legitimate interests in operating the Event</p> |
| <p>Photos and videos of members, volunteers, visitors and business partners and their vehicles</p> | <p>Putting on the Club's website and social media pages and using in press releases.</p> | <p>Consent. We will seek the Member's consent – Volunteers consent – volunteers consent and Business partner's consent on their event application form and each event renewal form and the Member/Volunteer/Visitor/Business partner may withdraw their consent at any time by contacting</p> |



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| | | us by e-mail or letter. |
| The Visitor's name and e-mail address and telephone number | Creating and managing the Group's online Visitor Directory. | Consent. We will seek the Visitor's consent on their event application form and each event renewal form. The Visitor may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Visitor(s) Directory. |
| The Visitor's name and e-mail address and telephone number | Creating and managing the Group's online Visitor Directory. | Consent. We will seek the Visitor's consent on their event application form and each event renewal form. The Visitor may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Visitor(s) Directory. |
| Business partner(s) name and e-mail address and telephone number | Creating and managing the Group's online Partner Directory. | Consent. We will seek the Partner's consent on their event application form and each event renewal form. The Partner may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Partner(s) Directory. |
| Bank account details of the Visitor or other person making payment to the Group. | Managing the Visitor's and their dependants' access of the Event, the provision of services and goods. | Performing the Group's contract with the Visitor. |



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4. How we protect your personal data
 - 4.1. We will not transfer your personal data outside the EEA without your consent.
 - 4.2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
 - 4.3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
 - 4.4. For any payments which we take from you online we will use a recognised online secure payment system.
 - 4.5. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
5. Who else has access to the information you provide us?
 - 5.1. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
 - 5.2. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.
6. How long do we keep your information?
 - 6.1. We will hold your personal data on our systems for as long as you are a member, visitor, volunteer or business partner of the Group and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
 - 6.2. We securely destroy all financial information once we have used it and no longer need it.
7. Your rights
 - 7.1. You have rights under the GDPR:
 - a) to access your personal data
 - b) to be provided with information about how your personal data is processed
 - c) to have your personal data corrected
 - d) to have your personal data erased in certain circumstances
 - e) to object to or restrict how your personal data is processed
 - f) to have your personal data transferred to yourself or to another business in certain circumstances.
 - 7.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:



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<https://ico.org.uk/concerns/>
030 3123 1113.
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 SAF

For more details, please address any questions, comments and requests regarding our data processing practices to our, Data Controller (info@southwickrevival.co.uk)

Jim Watson
26/04/2018