



The Gresham Club

Privacy Policy

1. Your rights, your information and how we use it

The Gresham Club cares about protecting your personal information. We are committed to full compliance with The General Data Protection Regulation 2018 (GDPR). Our Privacy Policy contains important information about what personal details we collect; what we do with that information and your choices and rights regarding the personal information you have given us. On signing up to become a member you were asked to confirm whether you agreed to receive occasional emails and contacts from The Gresham Club. You can subsequently opt out of receiving email at any time.

2. Information we collect and use

As a private company limited by guarantee, all members are stakeholders in the club and consequently, we have a statutory duty under the Companies Act to record the contact details of our members. This information is provided to Companies house but is not accessible to the public.

We are satisfied that the online systems that we use are compliant with GDPR. Information about you that we collect and use includes:

- Information about who you are e.g. your name, date of birth, address, phone number and email address
- Personal information connected to your membership is recorded on our membership management systems - JOINIT.ORG and on the Cardskipper membership app (or CARDSKIPPER.COM).
- Information about your interactions with us e.g. meetings, phone calls, texts emails and letters
- Payment details for your annual membership are not held by the Club but by our payments processing provider (currently STRIPE.COM)
- Details for your event purchases are held by the Club's event processing services (WIX.COM or EVENTBRITE.COM) both of which are fully compliant with GDPR. If you register with either of these services, your information is safe although it is outside the control of The Gresham Club

3. Where we collect your information

We may collect your personal information directly from you, from a variety of sources, including:

- an application to join and subsequent updates of your personal information
- phone conversations with us
- emails and texts you send to us
- registering for one of our events

4. How we protect your information

We take information and system security very seriously and we strive to comply with our obligations at all times. Any personal information which is collected, recorded or used in any way, whether on paper, online or any other media, will have appropriate safeguards applied in line with our data protection obligations. Our security controls are aligned to industry standards and good practice; providing a controlled environment that effectively manages risks to the confidentiality, integrity and availability of your information.

5. How long we keep your information

We will keep your personal information only where it is necessary to provide you with our products or services while you are a member. We may also keep your information after this period but only where required to meet our legal or regulatory obligations. The length of time we keep your information for these purposes will vary depending on our legal obligations but is usually 60 days after your membership ceases.

6. Your individual rights

You have several rights in relation to how The Gresham Club uses your information. They are listed below.

- **Right to be informed**
You have a right to receive clear and easy-to-understand information on what personal information we have, why and with whom we share it – we do this in our Privacy Policy and privacy notices.
- **Right of access**
You have the right of access to your personal information. If you wish to receive a copy of the personal information we hold on you, you may make a data subject access request.
- **Right to request that your personal information be rectified**
If your personal information is inaccurate or incomplete, you can request that it is corrected.
- **Right to request erasure**
You can ask for your information to be deleted or removed if there is not a compelling reason for us to continue to have it.
- **Right to restrict processing**
You can ask that we block or suppress the processing of your personal information for certain reasons. This means that we are still permitted to keep your information – but only to ensure we don't use it for future reasons you have **restricted**.

7. Email messages & subscription

Under the GDPR we use the consent lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you, as detailed in the "Processing of your personal data" above. Any email marketing messages we send are done so through an

EMS, email marketing service provider. An EMS is a third-party service provider of software/applications that allows marketers to send out email marketing campaigns to a list of users.

Other than our regular email messages sent from JOINIT.ORG, messages you receive from our management and booking systems may contain tracking cookies or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of data such as; times, dates, I.P. addresses, geographic and demographic data, opens, clicks and forwards. Such data, within its limitations, will show the activity each subscriber made for that email campaign.

Any email messages that we send or are sent automatically by our online systems are in accordance with the GDPR. We provide you with an easy method to withdraw your consent (unsubscribe) or manage your preferences regarding the information we hold about you at any time (subject to our legal recording obligations). All our marketing messages contain instructions on how to unsubscribe or manage your preferences, you can also unsubscribe from all mailing lists.

8. Internet cookies

We use cookies on this website to provide you with a better user experience. We do this by placing a small text file on your device/computer hard drive to track how you use the website, to record or log whether you have seen particular messages that we display, to keep you logged into the website where applicable, to display relevant adverts or content, referred you to a third party website.

Some cookies are required to enjoy and use the full functionality of this website. We use a cookie control system that allows you to accept the use of cookies and control which cookies are saved to your device/computer. Some cookies will be saved for specific time periods, whereas others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

9. Questions & Contacts

If you have any questions or concerns about our policy or wish to exercise one of your rights under GDPR, please [contact the Club Secretary](#) or the [Membership Secretary](#) in the normal way.

10. WhatsApp

There are several Gresham Club WhatsApp groups run by members for their own purposes. This clause outlines the manner in which we handle and protect your personal information while using WhatsApp Groups ("the Service"). By participating in or using the Service, you agree to the terms and conditions of this Privacy Policy. We do not collect or store any personal information about you while using the Service. Any information you provide, including but not limited to your name, contact details, or any other personally identifiable information, is at your own discretion.

The content shared within WhatsApp Groups is created, generated, and controlled by the participants of each group. We are not responsible for the accuracy, legality, or appropriateness of the content shared within these groups. We are not able to exercise full control over the content posted by group participants. As a user of the Service, you are solely responsible for the information you choose to share within WhatsApp Groups. We do not endorse or take responsibility for any content shared within these groups, including but not limited to text, images, videos, or links.

While we take reasonable measures to protect the information you provide, please note that no data transmission over the Internet can be guaranteed to be 100% secure. Therefore, we cannot guarantee the absolute security of any information transmitted or stored using the Service.

11. Changes to This Policy

We may need to make changes to our Privacy Policy; so please check our website for updates from time to time. If there are important changes we will contact you to let you know.

**Approved by the Board of Directors of The City of London Gresham Club
on 18th May 2023**