



## Privacy Policy

### 1. Introduction

This Policy describes the Personal data that Hove Deep Sea Anglers Club (“the Club”) holds, how we use it, how we look after it and how long we will keep it.

Personal data, in this context, is defined by any information that can be used to identify a living person.

All Personal data is voluntarily provided by Members, their Guests and anyone else who contacts the Club for information. Personal data is never acquired from any other source.

We will look after this data with the greatest respect and care, and will never pass it to, or share it with, any third party outside the Club unless we are required to do so for Legal or Insurance reasons. We will always comply with the appropriate regulations covering the handling of personal data.

This Privacy Policy will be available on the Club’s website and on request from the Club.

We will review this Policy from time to time and update it as appropriate.

**This Policy was last updated on 16 February 2022**

### 2. Our contact details

Name: Hove Deep Sea Anglers Club

Address: Western Esplanade, Hove, East Sussex, BN41 1WE

Phone Number: 01273 413000

E-mail: [secretary@hovedeepseaanglers.co.uk](mailto:secretary@hovedeepseaanglers.co.uk)

Web Site: [www.hovedeepseaanglers.co.uk](http://www.hovedeepseaanglers.co.uk)

### **3. The personal information we collect, how we get it, why we have it and how long we keep it.**

#### **3.1 Members**

Personal information is provided directly by individuals using the Club's [Application for Membership Form](#).

This information, together with a unique Membership Number, is required by the Club to create a Contract with a Member, to subsequently manage the Membership and to make commercial decisions in the running of the Club

Contact information will be used to keep Members informed of up and coming Club events and functions. Members can remove their consent by contacting the Club.

We may also collect from Members, where appropriate, information relating to a Member's competency in the safe handling and operation of the boats provided for their use by the Club.

Members' details may be shared with other Members (e.g. on notices in the Clubhouse, on the Club's Members only website) for the purposes of organising events or activities. This will always be with the Members' consent which can be withdrawn.

#### **3.2 Members' Signed In Guests**

Licensing and Fire Safety purposes require Guests of Members to be signed in when visiting the Club. The sign in process includes the collection from the Member and their Guests, the Guest Names and contact details.

In addition to this requirement, this information is required to manage the Contract with the Member, regarding the Rules relating to Guests.

#### **3.3 Enquiries to the Club**

The contact details of anyone requesting information from the Club is required in order to respond to the enquiry.

#### **3.4 General**

No additional personal information is collected from any other source and personal information is never passed to or shared with any third party outside the Club unless we are required to do so for Legal or Insurance reasons.

Personal information is destroyed and deleted when the Club no longer has a Contractual or Legitimate interest in it.

### **4. How we keep your personal information safe**

Personal information on the Club's website is regularly backed up and kept private and secure through the use of encrypted links between the data and the website.

In addition the Provider of our website software adheres to data processing law and processes data in a controlled manner.

## 5. Cookies

Our Website uses cookies and similar technologies to provide, customise, evaluate, improve, promote and protect our Services.

Please read our [Cookie Policy](#) for more information.

## 6. Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact [secretary@hovedeepseaanglers.co.uk](mailto:secretary@hovedeepseaanglers.co.uk) if you wish to make a request.

## 7. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [secretary@hovedeepseaanglers.co.uk](mailto:secretary@hovedeepseaanglers.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>