

Data Protection Policy

This notice explains what information we collect, when we collect it and how we use this.

During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Who are we?

Northamptonshire Mountaineers Ltd in consideration of wish to adhere to the guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

The data controller of any personal data that you provide to us is our Company Secretary, Ian Smith and he can be contacted on smiffy@smithloddington.plus.com telephone 01536712290

Any questions relating to this notice and our privacy practices should be sent to Mr Smith as above

How we collect information from you and what information we collec

We collect information about you:

- From your application to hire our premises

We collect some or all of the following information about you:

- Hirer's name, e-mail address, telephone number Date of Birth, address;
- Bank account details of the Hirer, including account number and sort code; and

Why we need this information about you and how it will be used

We need your information and will use your information:

- to undertake and perform our obligations and duties to you in accordance with the terms of our contract with you;
- to enable us to supply you with the services and information which you have requested;
- to analyse the information we collect so that we can administer, support and improve and develop our business and the services we offer;
- to contact you in order to send you details of any changes to our supplies which may affect you; and
- for all other purposes consistent with the proper performance of our operations and business.

Sharing of Your Information

The information you provide to us will be treated by me as confidential and will be processed only by any third party, acting on my behalf, within the UK/EE. We may disclose your information to other third parties, in particular Peterborough and Wellingborough M C in respect of hirers who are members of these clubs and others who act for us for the purposes set out in this notice or for purposes approved by you:

- If you are unable to make payments under your hire, your information may be disclosed to any relevant party assisting in the recovery of this debt or the tracing of you as a hirer; and Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Transfers outside the UK and Europe

Your information will only be stored within the UK and EEA

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe. If it is electronic it will be kept on a password protected computer. otherwise in a secure facility.

How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for the duration of your tenancy plus an additional period of seven years in order that we can comply with HMRC requirements, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- make a request to us to delete what personal data of yours we hold; and
- object to receiving any marketing communications from us.

If you would like to exercise any of your rights above, please contact the Secretary as set out above.

Should you wish to complain about the use of your information, we would ask that you contact us to resolve this matter in the first instance. You also have the right to complain to the

Information Commissioner's Office in relation to my use of your information. The Information Commissioner's contact details are noted below:

England:

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

dated 4th October 2020

