

## **Privacy statement**

Allendale Lions Club ["we"] regard your privacy as important and we comply with the current law. The Data Protection Act 1998 ("DPA") applies to any personal data that we process, and from 25th May 2018 this will be replaced by the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 ("DPA 2018") (together "data protection laws"). We will only use any personal information you send us for the purposes for which you provide it, or where allowed by law. We will only hold your information for as long as necessary for these purposes and will not pass it to any other parties unless this is made clear to you. All Allendale Lions members who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data.

### **Topics covered in this Privacy Notice**

- *Who we are and who is responsible for data privacy*
- *Our purpose in holding your personal data*
- *The categories of data that we hold*
- *Sharing your data with third parties*
- *Our lawful basis for processing that data*
- *Our legitimate interests in processing that data*
- *Your rights in respect of the data we hold*
- *Transferring your data to other countries for storage or processing*
- *How long we hold your data for*
- *The consequences should you choose to withhold data or ask us to remove it from our records*
- *Whether we use automated decision making*

### **Who we are and who is responsible for data privacy**

The Allendale Lions was set up to promote charitable work as a member club of Lions Club International. We are the 'data controller' of personal data and we take that responsibility very seriously. We do not use any third parties as 'data processors'.

Our address is:

Stephanie Atkinson  
4 Arnison Terrace  
Allendale  
Hexham NE47 9BW

Our member Lion John Dobson is responsible for Data Privacy within Allendale Lions. He can be contacted by email to [john@johndobson.info](mailto:john@johndobson.info). If the matter is urgent please provide a telephone number and he will telephone you if possible.

### **Our purpose in holding your personal data**

We hold personal data for our members and for those who wish to apply for grants from us.

### **The categories of data that we hold**

We hold your name and contact details, including your address, telephone number and email address where you provide these.

All information you provide to us is stored on our secure computers and access is limited to our officers. Everyone is required to abide by our Data Protection Policy which may be found on our website [www.allendalelions.com](http://www.allendalelions.com).

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We do not gather any personal information through our website other than that required for us to maintain communication with you. We do not collect IP addresses, we do not use cookies and we do not use any type of data analytic on the website.

### **Sharing your data with third parties**

We do not share our data with anyone else except that we have to inform our parent body of the names and contact details of officers and Trustees.

### **Our lawful basis for processing that data**

Our lawful basis for processing the personal data of our members and enquirers is the legitimate interests of Allendale Lions.

### **Our legitimate interests in processing that data**

We have carried out a Legitimate Interest Assessment and concluded that we cannot meet the needs and expectations of our members unless we process their personal data. The Legitimate Interest Assessment is available on request.

### **Your rights in respect of the data we hold**

You have the following rights in relation to your personal information:

- *the right to be informed about how your personal information is being used;*
- *the right to access the personal information we hold about you;*
- *the right to request the correction of inaccurate personal information we hold about you;*
- *the right to request the erasure of your personal information in certain limited circumstances;*
- *the right to restrict processing of your personal information where certain requirements are met;*
- *the right to object to the processing of your personal information;*
- *the right to request that we transfer elements of your data either to you or another service provider;*  
*and*
- *the right to object to certain automated decision-making processes using your personal information.*

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific

requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Who we are" section above.

If you are unhappy with the way we are using your personal information, you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

### **Transferring your data to other countries for storage or processing**

We do not transfer your data to countries outside the European Economic Area (EEA) for processing including storage. If the data is held on "Cloud servers" it will only be done where there is a binding agreement with the relevant data authorities to regulate this in line with the data protection laws.

### **How long we hold your data for**

For members, we hold your information for just as long as you are a member. Your personal information will be deleted within one month of receiving your written resignation from Allendale Lions.

For people requesting or receiving one of our grants, we hold your data for six months from the date of our decision whether or not to grant your application. After that period we will hold only the details of the organisation to whom the grant has been given, not the individual who made the application on behalf of the organisation.

### **The consequences should you choose to withhold data or ask us to remove it from our records**

If you do not agree to our processing of your personal data, we may not be able to inform members of current Lions activities or grant applicants of the progress of their grant application.

### **Whether we use automated decision making**

We do not use any automated decision-making tools in any of our processing.

### **The management of data protection in Allendale Lions**

The Trustees will nominate a member to be accountable for data protection.

The current nominee is John Dobson, who can be contacted by email at [john@johndobson.info](mailto:john@johndobson.info). We will respond to any request within 14 days.