

Southwell & District Lions Club (CIO): “The Club” hereafter



Privacy policy

Southwell Lions (“the Club”) treats your privacy rights seriously. This privacy policy sets out how we will deal with your ‘personal information’, that is, information that could identify, or is related to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE KEEP: RELATING TO NON LIONS?

We retain the minimum amount of personal information about non-members for the purposes listed under ‘How do we use your personal information’. The information is:

- Name
- Email address
- Telephone number(s) (if applicable)
- Home address (if applicable)
- Work address (if applicable)

HOW DO WE OBTAIN THIS PERSONAL INFORMATION?

You will have given us personal information your involvement in our events and this is retained on a centralised mailing list. This mailing list can only be accessed by a few of the Club trustees.

If you have been in contact with the Club to request help or been involved on a joint venture, your personal information will only be available to those involved on that request or venture and not added to our mailing list.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- For administration, planning and management of the Club.
- To keep you informed about the Club’s activities via email.
- To respond to specific requests etc.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We only share contact information within those specific Club members who are directly involved in any venture or request for assistance.

We will not share non-members’ information outside the Club unless we have a statutory duty to disclose it or for other legal and regulatory reasons.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We will keep your information so that we can continue to inform you about our fundraising activities and other Lions events.

You can ask us to remove your personal information at any time by emailing us at lionssouthwell@gmail.com, using the ‘CONTACT US’ page of our website, <https://www.southwell-lions.org/contact-us.html>,

HOW CAN YOUR INFORMATION BE UPDATED OR CORRECTED?

You can contact the Data Protection Officer at any time on lionssouthwell@gmail.com, or use the ‘CONTACT US’ page of our website, <https://www.southwell-lions.org/contact-us.html>,

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification.

Should you otherwise wish to view the information that the Club holds on you, you can make this request by contacting the Data Protection Officer, as detailed above.

Date	11/03/2022	Policy “owner”	Data Protection Officer
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WHAT PERSONAL INFORMATION DO WE KEEP: OF LIONS CLUB MEMBERS?

We collect the following information from members to record these details on the MyLCI membership database.

This includes:

- Name
- Home address
- Email address
- Telephone number(s)
- Date of birth
- Gender
- Telephone number & details of a contact in case of an emergency

HOW DO WE USE LION'S PERSONAL INFORMATION?

We use your personal information:

- To communicate with our members about our club, District and LCI activities and services
- To enable officers from our District, Lions UK and Lions International to keep members informed about the latest activities, appeals etc of the Lions organisation. They use the MyLCI database for the contact information.

WHO DO WE SHARE LION'S PERSONAL INFORMATION WITH?

Personal data is only shared within the Lions organisation via MyLCI and is not shared or passed on to any other organisations.

Club officer contact details are available to other Lions clubs via the on line directories or via MyLCI, but “regular club membership” details are only used for mailing purposes. E.g. to receive emails about the Lions Club district, UK or international activities and the Lion magazine.

HOW LONG DO WE KEEP LION'S PERSONAL INFORMATION?

We may keep member contact details for a significant time after leaving the club to enable the Club to inform of reunions or significant celebrations. Members leaving the Club can ask for their details to be deleted immediately (or as soon as practicable) by contacting the club Secretary or emailing lionsouthwell@gmail.com

HOW IS LION'S INFORMATION UPDATED OR CORRECTED?

Club members should contact the club Secretary who will update MyLCI and instigate a change on the member's area of the Club website.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Membership application information is stored on paper records and held securely by the Secretary.

Consent forms are retained electronically by the Data Protection officer.

Lions' membership contact details are held on the membership area of the Club's website, which is password protected for access by Southwell Lions club members only.

The MyLCI data base is password protected and only accessible to authorised Lions.

AVAILABILITY AND CHANGES TO THIS POLICY CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us:

Email: lionsouthwell@gmail.com, or use the 'CONTACT US' page of our website, <https://www.southwell-lions.org/contact-us.html>,

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