



Guildford Travel Club

travel for travel's sake

Privacy Policy – Members & Visitors

Guildford Travel Club complies with the new provisions of the **General Data Protection Regulations (GDPR)**. This Privacy Policy explains how we collect, store and use your data, and comply with GDPR on the basis of legitimate interest.

Why do we need your data? :

In order that we can function as a club we need to collect a limited set of data so that we can:

- Process membership applications/renewals
- Keep members informed of news and events at the Club
- Seek feedback from members on our activities

What data do we collect? :

Personal details including Name, Address, E-mail address and Phone number from the membership application/renewal form and Name (and E-mail address) from the visitor forms.

How do we process your data? :

Your data is used solely for Club purposes. We use software applications to support us in managing the Club including email services and survey tools. Each software application has its own Privacy Policy which also applies. Your data will not be sold or given to any other individual or organisation, without your consent. Software applications currently used:

Survey Monkey: <https://www.surveymonkey.com>
Gmail: <https://www.google.com/>

How is your data stored? :

Member data is kept electronically on a home computer by the Membership Secretary. The original paper forms are also kept, for backup purposes, by the Membership Secretary. Other members of the committee have access to the data as required to fulfil their roles.

How often is your data updated? :

Member data is updated once a year, normally, at membership renewal time. If you choose to cancel your membership, your details will be destroyed. If however a member needs to change any of their details (eg. change of address) they can have them updated at any time by contacting the Membership Secretary.

As a member, you have a right to see, change and have your data removed at any time by contacting the Membership Secretary. Requesting that all your data be removed will terminate your membership.

If you have any queries about the details above or would like to discuss their implications, please contact the Membership Secretary