



Guildford Travel Club

travel for travel's sake

Privacy Policy – Speakers

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:

- Identify suitable speakers and organise talks;
- Publicise talks to members and potential members/visitors
- Maintain records of speakers talks to inform future programmes;

What data do we collect? :

Personal details including Name, E-mail address and Phone number from correspondence with potential speakers, together with details of the proposed talk. In addition, photographs are all stored for use within publicity material.

Who do we process your data with? :

Your data is used solely for Club purposes. We use applications to support us in managing the Club including email services and survey tools. Each 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. Applications currently used:

Gmail: <https://www.google.com/>

How is your data stored? :

Speaker data is kept electronically on a home computer by the Programme Secretary. Other members of the committee have access to the data as required to fulfil their roles.

How often is your data updated? :

Speaker data is updated when new speakers are considered or booked, and with feedback survey results. Previous speakers' data is updated if updates are advised to the Programme Secretary. Photographs are retained within publicity material for the club records.

As a speaker, 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 mean you will not be considered for future talks.

Please contact the info@guildfordtravelclub.org.uk with any queries