

OLD CAMDENIANS CLUB
GENERAL DATA PROTECTION REGULATION POLICY

*Privacy Notice in accordance with the General Data Protection Regulation 2018
(Commencing 25 May 2018)*

The Old Camdenians Club (OCC) is obliged under the General Data Protection Regulations (GDPR) 2018 to protect the personal data of its members and other individuals or organisations with whom it wishes to maintain contact.

Members Data.

The OCC holds the following information in order to maintain contact with members and other individual organisations:

- Names of past and present members;
- Addresses, at date of joining, of past and present members;
- Address changes of past and present members as advised by them to the OCC;
- Membership status of individual members (*Eminent, Ordinary, or Honorary*)
- Members' e-mail addresses as advised by the member
- Telephone number(s) as advised by the member
- Amount received by the OCC (50+ Club, donation)
- Method of payment (cheque, bank transfer, cash, PayPal)
- Any notes arising concerning payments
- The *Honorary Secretary* collects information and retains on sales through the website and manually if purchased via post.
- The OCC does not track visitors to our website.

This personal data is held securely by the current *Honorary Secretary* who for the purposes of the GDPR is the *Data Controller* on behalf of the OCC.

The OCC does not collect data from any other sources

Historical records content: The OCC is dedicated to the recording and maintaining an archive of information covering a period from 1907 to the present day relating to pupils and staff at Holloway School and Beacon High School, as it is now known. The archive includes many names and addresses of past and present pupils and staff at Holloway School and Beacon High School.

Disclosure to third parties:

The OCC does not disclose current member's details to a third party. Individual members contact information may be supplied to OCC officials solely for the conduct of OCC business. Historical information of past and present pupils and staff at Holloway School and Beacon High School is available for inspection in the OCC website. No information relating to past and present pupils and staff at Holloway School and Beacon High School is released other than with the member having given the OCC specific authority to release such information. No other information is passed to any other party.

Bank Account information: The OCC does not retain any bank account details for members. On the occasions when they are provided to the OCC by members setting up payments from banks the details are passed on to the relevant bank.

Deletion of Information:

Should any member wish any or all information regarding them to be removed from the records they should contact the *OCC Data Controller/ Honorary Secretary* in the first instance. The contact is : ***admin@oldcamdenians.info***

Policy adopted by the Old Camdenians Club Committee on 24th of May 2018