



**GENERAL DATA PROTECTION REGULATIONS
PRIVACY NOTICE**

Information That We Collect

The **Canada Club** (the Club) processes your personal information to meet our legal, statutory and contractual obligations and to provide you with membership and services. We will never collect any unnecessary personal data from you and we do not process your information in any way, other than as specified in this notice.

The personal data that we collect includes but does not exceed:

- Name
- Date of Birth
- Nationality
- Marital Status
- Home Address
- Work Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- Bank and/or debit and credit card details (if applicable)
- Titles and Awards
- Professional Qualifications
- Education History and Academic Qualifications
- Profession
- Employment and Position Held.

We collect information in the methods below:

- From the 'Form of Nomination of a Member' that you submit when joining the Club
- From the direct debit mandate that you supply for payment of your subscription
- From the credit/debit card form that you supply for payment of your subscription
- Club Membership Record.

How we use your personal data

The Club takes your privacy seriously and will never disclose, share or sell your data without your consent unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice.

The purposes and reasons for processing your personal data are detailed below:

- We collect your personal data in the performance of your Membership
- We collect and store your personal data as part of our legal obligation for business accounting and tax purposes
- We will send you notice of events that we have assessed as beneficial to you as a Member and in the Club's interests. Such communication includes information sent to you either by post to your given address or electronically to your given email. Such information will be non-intrusive and is processed on the grounds of legitimate interest.

Your Rights

You have the right to access any personal information that the Club processes about you and to request information about:

- What personal data we hold about you
- The purpose of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has been/will be disclosed
- How long we intend to store your personal data for.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (where applicable) in accordance with the data protection laws, as well as object to any direct marketing from us.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

Safeguarding Measures

The Club takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including:

- Encryption, restricted access, IT authentication, firewalls, anti-virus/malware software.

Transfers Outside the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. The Club does not transfer or store any personal data outside the EU.

Consequences of Not Providing Your Data

You are not obliged to provide your personal information to the Club. However, this information is required for us to provide you with Membership and services and we will not be able to offer all our services without it.

Legitimate Interests

As noted in the '*How We Use Your Personal Data*' section of this notice, we process your personal information under the Legitimate Interests' legal basis. We have carried out a Legitimate Interest Assessment (LIA) to ensure that we have weighed your interest and any risks posed to you against the Club's interests, ensuring they are proportionate and appropriate.

We use the legitimate interests legal basis for processing:

- Name
- Date of Birth
- Nationality
- Marital Status
- Home Address
- Work Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- Bank and/or debit and credit card details (if applicable)
- Titles and Awards
- Professional Qualifications
- Education History and Academic Qualifications
- Profession
- Employment and Position Held

and have identified that the Club's sole interest is the provision of your Membership.

How Long We Keep Your Data

The Club only ever retains personal information for as long as is necessary and we have policies in place to meet those obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*). Your Membership Detail Form (*Form of Nomination of a Member*) and your Membership File will be kept in the Club’s archive for the purpose of historical interest.

Where you have consented to us using your details for marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Club Events

The Club will occasionally send you events, bulletins and details of other events by email or post that have been identified as being beneficial to Members and in the interest of the Club. Such information will be relevant to you as a member and is non-intrusive, and you will always have the option to opt-out/unsubscribe at any time. This information may come directly from the Club.

If you would prefer **not** to receive the above-mentioned marketing (including notice of forthcoming events) and offers, please tick below and return this form to the Club:

I wish to opt-out of marketing:

Name: _____

Please note that if you opt out you will not receive bulletins of events.

Lodging a Complaint

The Club only processes your personal information in compliance with this Privacy Notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the Chairman.

Honorary Secretary and Chair
Canada Club
Dauntsey House
4B Frederick's Place
London
EC2R 8AB

info@canadaclub.co.uk

Consent

The Club takes your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice.