



FOUNDED 1877

THE UNITED WARDS' CLUB OF THE CITY OF LONDON

Patron: The Rt. Hon. The Lord Mayor

Members' personal information: privacy notice

There is no requirement for the United Wards' Club to be registered with the Information Commissioner's Office as a processor, but we do have to comply with the GDPR as law. This privacy notice aims to set out how the Club processes your data, and your rights in relation to it.

All personal data is controlled by the Secretary personally and is only used for the operation of the Club's affairs. It is only made available to others with the consent of the member for specific Club purposes.

Members' information is held by the Secretary in a computer database which is held securely and not able to be accessed by anybody else.

All data held has been provided by the member or is a matter of public record.

Some information about members is placed in a directory of members which is available online only to other members in a passworded area of the Club's website.

There are no circumstances in which information about a member would be revealed to any third party unless the member had specifically authorised the Secretary to do so.

The data held for each member and who else may see it is shown overleaf.

Once a year, every member will be sent a copy of the personal information held for them and will have the opportunity to update it or to correct any errors. In addition any member may request a copy of their personal information at time and the Club will make no charge for providing this.

Overleaf is a data flow table showing what data we hold on our members, and how we process it.

If you have any questions on the Club's use of your data, please do not hesitate to contact me.



Andrew Dyke
Secretary

Secretary: Andrew Dyke MA (Cantab) MCMI
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<i>Data item</i>	<i>Included in online directory</i>	<i>Member can withhold from online directory</i>	<i>Other uses</i>	<i>Who else can see it?</i>
Name	Yes	No		
Address	Yes	Yes		
Daytime telephone	Yes	Yes		
Evening telephone	Yes	Yes		
Mobile	Yes	Yes		
Email	Yes	Yes		
Partner	No			
Date of birth	No			
Date joined Club	Year only	No		
Category of membership	No			Honorary Treasurer
How subscriptions paid	No			Honorary Treasurer
Bank details if subs paid by direct debit	No		Listing to direct debit agency	Honorary Treasurer and DD agency
Member of Governing Body and information relating to GB service	No but on website			
Membership of Livery Companies and other City organisations	No			
Events attended	No			
Special dietary needs	No			Caterers