

DATA PRIVACY POLICY FOR CAPTAIN COOK SCHOOLROOM MUSEUM TRUST 100 CLUB

This policy explains when and why we collect personal information about our members, how we use it, and how we keep it secure and your rights in relation it.

We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website regularly for amendments.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of GDPR, we will be the “controller” of all personal data we hold about you.

When you request to be a member of the 100 club we collect the following information from you, member’s name, address, telephone number and email address for the purpose of managing your membership of the 100 club.

We use your personal information to operate the 100 club within the club rules, which enables us to check payments are paid monthly, the draw is made monthly, the winners are notified and the result is published on the Captain Cook Schoolroom Museum website.

We have an acceptable standard of technology and operational security in order to protect personal data from loss, misuse or un authorised alteration or destruction.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

We will never sell your personal data or share with any third parties without your prior consent.

We will hold your personal data on our systems for as long as you are a member of the 100 club, and for as long afterwards as it is in the clubs’ legitimate interest to do so. We will review your personal data every year to establish whether we are still entitled to keep it. We will securely

destroy all financial information once we have used it and no longer need it.

You have rights under GDPR to access your personal data, to be provided with information about how your personal data is processed, to have your personal data corrected, to have your personal data erased in certain circumstances, to object to or restrict how your personal data is processed and to have your personal data transferred to yourself.