



Thornbury Lions Club (CIO)* Privacy Policy

*(Referred to as "The Club" hereafter)

Privacy policy

Thornbury Lions ("the Club") treats privacy rights seriously. This privacy policy sets out how we shall deal with 'personal information', that is, information that could identify, or is related to the identity of, an individual.

At all times the club will comply with the General Data Protection Regulation (EU) 2016/679 (GDPR) introduced in 2018 which superseded the UK Data Protection Act of 1998.

Non-members (including bookshop volunteers)

WHAT PERSONAL INFORMATION DO WE KEEP?

We retain the minimum amount of personal information about non-members for the purposes listed under 'How do we use personal information'. The information is:

- Name
- Home address
- Email address (if applicable)
- Telephone number(s) (if applicable)

Notes

- 1) Details of Charities and Organisations who approach the club are exempt from this policy as the information is freely available on the internet and the details do not identify an individual
- 2) For the purposes of GiftAid we only keep on record an individual's name and home address

HOW DO WE OBTAIN THIS PERSONAL INFORMATION?

Personal information is freely given to the club and this is retained centrally.

Personal information used for GiftAid purposes is provided by the individual completing a GiftAid declaration form.

HOW DO WE USE PERSONAL INFORMATION?

We use personal information for the following purposes,

- 1) To submit GiftAid claims to HM Revenue & Customs (HMRC) where donations are more than £20 in a calendar month (only name, postcode and house number/name are provided). Donations per calendar month of £20 or less are aggregated and no personal information is provided to HMRC
- 2) Bookshop volunteer personal information is used to manage the running of the bookshop
- 3) To respond to specific requests for help/donation

WHO DO WE SHARE PERSONAL INFORMATION WITH?

If an individual contacted the Club to request help/donation providing their personal information, this will only be available to club members who are involved with the request on a need to know basis.

Personal information is not shared outside the club, except for the following reasons,

- 1) For GiftAid claims as explained above

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- 2) A register of GiftAid numbers and personal Information is held in the shop, but can only be accessed by shop volunteers and Lion members
- 3) If we have a statutory duty to disclose it or for other legal and regulatory reasons.

HOW LONG DO WE KEEP PERSONAL INFORMATION?

We will keep your information indefinitely until the following,

- 1) You cease being a bookshop volunteer
- 2) You request to be removed from our GiftAid register
- 3) You request to be removed from any other lists if such exist

You can request us to remove your personal information at any time by contacting us via the 'CONTACT US' page on our website, <https://www.thornburylions.org>

HOW CAN INFORMATION BE UPDATED OR CORRECTED?

You can contact the club at any time via the 'CONTACT US' page on our website, <https://www.thornburylions.org>

HOW DO WE STORE PERSONAL INFORMATION?

Personal details used for GiftAid purposes is stored in a digital register owned by the club's Data Protection Officer who has sole access. Completed GiftAid declaration forms are also held by the club's Data Protection Officer who only has access. An alphabetical register of names is also stored in paper form in the shop with limited access.

Bookshop volunteer personal details are held by those managing the shop.

Should an individual wish to view the information that the Club holds, this can be requested by contacting the Data Protection Officer via the 'CONTACT US' page on our website, <https://www.thornburylions.org>

Lion Club Members

WHAT PERSONAL INFORMATION DO WE KEEP?

We collect the following information from members to record these details on the MyLCI membership database.

This includes:

- Name
- Home address
- Email address
- Telephone number(s)
- Date of birth
- Gender
- Telephone number & details of a contact in case of an emergency

HOW DO WE USE LION'S PERSONAL INFORMATION?

We use the personal information:

- To communicate with our members about our club, District and LCI activities and services
- To enable officers from our District, Lions UK and Lions International to keep members informed about the latest activities, appeals etc of the Lions organisation. They use the MyLCI database for the contact information.

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WHO DO WE SHARE LION'S PERSONAL INFORMATION WITH?

Personal data is only shared within the Lions organisation via MyLCI and is not shared or passed on to any other organisations.

Club officer contact details are available to other Lions clubs via the on-line directories or via MyLCI, but "regular club membership" details are only used for mailing purposes. E.g. to receive emails about the Lions Club district, UK or international activities and the Lion magazine.

HOW LONG DO WE KEEP LION'S PERSONAL INFORMATION?

We may keep member contact details for a significant time after leaving the club to enable the Club to inform of reunions or significant celebrations. Members leaving the Club can ask for their details to be deleted immediately (or as soon as practicable) by contacting the club Secretary or via the 'CONTACT US' page on our website, <https://www.thornburylions.org>

HOW IS LION'S INFORMATION UPDATED OR CORRECTED?

Club members should contact the club Secretary who will update MyLCI and instigate a change on the member's area of the Club website.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Membership application information is stored on paper records and held securely by the Secretary.

Lions' membership contact details are held on the membership area of the Club's website, which is password protected for access by Thornbury Lions club members only. The same information is also held digitally on a membership list maintained by the club's Data Protection Officer which is circulated by email to club members.

The MyLCI data base is password protected and only accessible to authorised Lions.

If you have any queries about this policy or have any complaints about our privacy practices, please contact us via the 'CONTACT US' page on our website, <https://www.thornburylions.org>

Policy Owner: Thornbury Lions Data Protection Officer