

## **Union Jack Club Temporary Honorary Member's Privacy Policy**

**Under the General Data Protection Regulations, this gives you as a Temporary Honorary Member of the Union Jack Club rights over your data. The following privacy notice sets out our understanding of these rights.**

### **How we use your personal information**

This privacy notice is to let you know how the Union Jack Club look after your personal information. This includes what you tell us about yourself, what we learn by having you as a Temporary Honorary member. This notice explains how we do this and tells you about your privacy rights and how the law protects you.

### **Our Privacy Promise**

We promise:

- To keep your data safe and private.
- Not to sell your data.
- We will not market to you or transfer your data.
- Train our staff to protect it.

### **Who we are?**

The Union Jack Club is a legal entity, data controller and responsible for your data.

### **How the law protects you**

As well as our Privacy Promise, your privacy is protected by law. This section explains how that works.

Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so. The law says we must have one or more of these reasons:

Our legitimate interest is to fulfil a contract we have with you to enable you to stay at the Union Jack Club and during this stay use its facilities

This entitles us to ask for basic information title, name, and address and contact details such as email and telephone numbers.

If disabled accommodation is booked we will need to record your disability in order to provide a duty of care in the event of an incident which involves evacuation.

### **Special types of data**

The law and other regulations treat some types of personal information as special. We do not collect and use these types of data.

## **How long we keep your personal information**

We will keep your personal information for as long as you maintain a relationship with us or for six years (vatable records) whichever is longer.

## **How to get a copy of your personal information**

You can access your personal information by writing to us at the Union Jack Club's address: Financial Controller, Union Jack Club, Sandell Street, London, SE1 8UJ

## **Letting us know if your personal information is incorrect**

You have the right to question any information we have about you that you think is wrong or incomplete. Please contact us if you want to do this.

If you do, we will take reasonable steps to check its accuracy and correct it.

## **What if you want us to stop using your personal information?**

You have the right to object to our use of your personal information, or to ask us to delete, remove, or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object' and 'right to erasure', or the 'right to be forgotten'.

There may be legal or other official reasons why we need to keep or use your data. But please tell us if you think that we should not be using it.

## **How to withdraw your consent**

You can withdraw your consent at any time. Please contact us in writing if you wish to do so. If you withdraw your consent, we will not be able to provide you with accommodation at the Club in future. Please write to us at the Union Jack Club's address: Financial Controller, Union Jack Club, Sandell Street, London, SE1 8UJ

## **How to complain**

Please let us know if you are unhappy with how we have used your personal information. Please write in confidence to the Trustee responsible for GDPR.

You also have the right to complain to the Information Commissioner's Office. Find out on their website how to report a concern. [www.ico.gov.uk](http://www.ico.gov.uk)