

# **Guildford Lions Club**

## **Legal Information and Privacy**

### **General**

Guildford Lions Club (“the Old Club”) was formed in 1967 and has functioned continuously since then. Guildford Lions Club Charity Trust Fund (“the Trust”) (No: 1083404) is a charity registered with the Charity Commission. The Old Club and the Trust have now merged to become a Charitable Incorporated Organisation. Guildford Lions Club (CIO) (“the Club”) is registered with the Charity Commission (No: 1175062). Our accounts are audited annually, including an independent external audit, and submitted to the Charity Commission where they can be accessed on their website.

The Club is associated with Lions Clubs International headquartered in the USA and there are Lions Clubs all around the world, with many in the UK. Members of the Club are all volunteers and meet on a regular basis at The Waterside Centre, Stoughton, Guildford GU1 1LW

### **What we do**

We raise funds by various means and use them to support charitable causes locally, nationally and internationally. Typically we organise community events such as the Easter Fayre, Raft Race, Fireworks Fiesta, and distribute any funds raised. We also provide support for other community events by providing manpower and other assistance. All the costs of running the Club are met by the members so as to maximise the funds available for distribution.

### **Personal data protection**

We are conscious of the need to comply with data protection legislation and will be responsible with personal information individuals provide to us including names, gender, email, addresses etc. Such information will be used by the Club in contacting individuals, or by sharing it, including information which may be sensitive, with other relevant organisations in connection with services we offer and provide. This may also include when we need to update our records, carry out data analysis, prepare statutory records and returns, and for general administrative and marketing purposes.

The information we collect may include personal information, such as name, contact information, live chat messages, telephone conversations, service requests, ticketing, and orders, or other things that identify individuals. Such information may arise via chat, messaging, email, the internet, social media, or other written correspondence, telephone calls etc. Currently we do not use cookies.

All personal data is held on secure personal computers, in common formats (e.g. Excel spreadsheet, email, etc) used by our members to provide our services to the community and help others. It will be kept entirely separate from any other personal data they may keep, will be password protected, and backed up. Data may be held by third parties (i.e. Cloud storage) as part of the back-up procedure.

Other personal data may be stored by our internet and social media providers, for example Facebook and Twitter, over which we have no control.

### **Access to information**

The Data Protection Act gives you the right to access information held about you. Any access request should be submitted through the website contact link.

### **Removal or limitation on use of personal data**

We shall hold data for as long as a Club event exists or other cause may arise for us to contact you. Whenever possible all email communication you receive from us will have the option to remove or limit the use of data the Club has about you.

### **Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email.

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