

## **NORTH WALES BUSINESS CLUB.**

The North Wales Business club, has taken the opportunity to review its privacy policy with particular reference to the new Data Protection regulations which came into force May 2018.

We are also taking the opportunity, for your information, to update our organisational details: -

NAME OF CLUB: North Wales Business Club.

POSTAL ADDRESS: P.O. Box 41, North Wales LL24 0ZF

### CONTACTING THE NWBC:

1. By Telephone: 01690 720 321
2. By Email: [info@nwbc.org.uk](mailto:info@nwbc.org.uk)

### WHO TO CONTACT:

1. General Secretary – Peter Smith – contact as above
2. Function Secretary – Mrs Jean E. Barlow. Telephone 07789 348817 and Email [jean@barlowstalyfan.co.uk](mailto:jean@barlowstalyfan.co.uk)  
Mrs Barlow should be contacted for matters relating to NWBC functions only. All other matters via the General Secretary.
3. Chairman: Mr Mel Herman – contact via General Secretary
4. Any other Management Committee member – contact via General Secretary

### SOCIAL MEDIA:

1. Twitter - NWBusinessClub
2. Facebook – NorthWalesBusinessClub
3. WEB Site: [www.nwbc.org.uk](http://www.nwbc.org.uk)

### BANKING DETAILS:

Name of Account: North Wales Business Club

Name of Bankers: HSBC plc

Sort Code of bank: 40-30-07

Account Number: 41054759

The North Wales Business Club is an organisation where members have applied to join the NWBC and subscribed to be members of the NWBC.

You do not have to do anything unless you have any problems with the contents of this document.

The NWBC is registered with the Information Commissioners office in Wimslow.

## **MEMBERS PRIVACY NOTICE – NORTH WALES BUSINESS CLUB.**

The North Wales Business Club is committed to protecting the privacy and security of your personal information. This notice will describe how we collect and use your personal information in accordance with the General Data Protection Regulation (GDPR).

The abbreviation NWBC means the North Wales Business Club throughout.

### **What data do we collect?**

When you apply to join the North Wales Business Club we will collect and store the following information about you: -

1. Salutation
2. Name
3. Postal address.
4. Business/company name if applicable
5. Email address
6. Telephone number
7. Date you joined the NWBC and date on which annual subscriptions are due.
8. How you elect to be contacted by the North Wales Business Club I.e. Royal Mail or email.

In addition, we will, if you elect to pay your yearly subscriptions by Standing Order, keep a copy of the Standing Order instruction from you. The original will be sent to your bank for actioning.

### **How we use your data?**

When you apply to join the North Wales Business Club your name, company if applicable and location will be put forward for ratification by the Management Committee at their next regular meeting.

Following ratification by the Management Committee the General Secretary will record and store the information you give us. This information will be used to notify you of various NWBC activities and functions together with an annual reminder/invoice as and when your subscriptions are due if you have elected to pay your annual subscriptions by cheque or BACS

The NWBC may occasionally send you notification of an event which we consider to be relevant and of interest to our membership.

If for any reason the Management Committee does not accept your application to become a member we will destroy all information we have received from you immediately or return your information as appropriate.

With joining new members we will also write to you with a welcome letter and inviting you to make use of our Members Section and other areas of the web site together with a copy of this policy document

The Functions Secretary also has access to the contact details of members in order to carry out the functions of the post efficiently.

### **What happens if you decide to leave the North Wales Business Club?**

We will destroy all hard copies and entries on our data base relating to you immediately.

### **How do we store your data?**

We keep a hard copy of new applications for membership in a secure filing cabinet. Your information including email address are stored electronically on a secure data base which is password protected.

Please note in many cases joining members request that the email address of an assistant or collage is also informed and used when we notify members of events. This detail is also recorded on our email address book as appropriate.

### **Do we share your data?**

We will not share your data with any third parties for any purpose.

From time to time members may request contact details or other members. We would not disclose this information without first seeking permission from the member concerned.

### **Our Web Site**

We see our web site (and other social media) as a method of publicising events and functions together with relevant news items. We do not store any confidential information on our web site.

The page titled "Members Directory" is maintained by the NWBC, however it should be noted that any entries in the directory are at the specific request of the member concerned and the content of that entry on the site responsibility of the member.

The "Useful Contacts" section is maintained by the NWBC and the links created are extracted by the NWBC from the public domain. Once you use these links you leave our web site and the NWBC is not responsible for the contents of the site visited or for your privacy.

This policy will be posted on our web site on the Joining the NWBC page

We analyse the visiting general traffic on our web site for reporting purposes to the Management Committee.

We may take photographs at our various functions and these photographs are uploaded to the various social media sites we use. If any member does not wish for his or her photograph to be used, they have the right to inform the photographer at the time who will act appropriately.

## **Your Rights**

You have the right to ask for a copy of your personal data held by us. There is no fee for this. Please contact the NWBC on [info@nwbc.org.uk](mailto:info@nwbc.org.uk)

## **Contacting us**

If you have any questions about our policy, please contact the General Secretary at [info@nwbc.org](mailto:info@nwbc.org) or 01690720321

## **Changes to our Policy**

The Management Committee will keep our policy under review. If at any time we change our policy, or the law changes we will notify all members accordingly.