



Privacy Policy - Silver Surfer Members Database

1. This policy refers to data held by Silver Surfers Inspire4Life Computer Club on its members.
2. The information will be held in a database and accessed by a Committee Member of the Silver Surfers Inspire4Life Computer Club only.
3. The database will be password protected.
4. The information is held purely to allow us to plan talks, contact you about club matters and record subscriptions.
5. Contact will only be from the club.
6. Details will never be supplied to any outside agency or party.
7. The records held will be:
 - a. Your title, forename(s) and surname
 - b. Postal address
 - c. Telephone number
 - d. Email address
 - e. Date of joining
 - f. Computer interests
 - g. Payment record
 - h. Consent and consent date
 - i. Whether you are a tutor
8. A member's records, who do not re-join within 2 months of the start of a new membership year, will be deleted and they will cease to be a member.
9. You can request a copy of your details at any time.
10. You can select if you do not wish to be contacted by any particular method. The options are:
 - a. Phone
 - b. Post
 - c. Email
11. The preferred method of contact will be email.
12. You have a right to complain to the ICO if you consider there is a problem with the way we are handling your data