

## **ABINGDON WARGAMES CLUB – DATA PROTECTION**

### **Website Privacy Policy**

#### **1. Our commitment to your privacy.**

At Abingdon Wargames Club, we are committed to protecting and respecting your privacy. This Policy explains when and why we collect personal information about people who visit us or our website and Members Forum, how we use it, the conditions under which we may disclose it to others and how we keep it secure. We may change this Policy from time to time so please check this page occasionally to ensure that you are happy with any changes. By using our website, you're agreeing to be bound by this Policy. Any questions regarding this Policy and our privacy practices should be sent to [abingdonwargames@gmail.com](mailto:abingdonwargames@gmail.com).

#### **2. Who are we?**

We are Abingdon Wargames Group, an independent gaming club based in Abingdon, Oxfordshire, UK. We are not affiliated to any other society, nor sponsored by any commercial entity. We fall under the "Small Clubs and Societies" category of UK Governance. We can be contacted at via Abingdon Conservative Club, 59 Ock Steet, Abingdon, OX14 5AG

#### **3. How do we collect information from you?**

We obtain information about you when you complete a Members Joining Form. We, **Abingdon Wargames Club**, do not keep this data, we hold no long-term data. This is specifically stated in the:

#### **ABINGDON WARGAMES CLUB**

#### **GENERAL DATA PROTECTION REGULATIONS & MEMBERSHIP APPLICATION PROCESS**

last agreed by the membership at the 2022 Annual General Meeting.

#### **4. What type of information is collected from you?**

The personal information we collect might include your name, phone number, address, email address, gender, nationality, bank details and legally required data for the processing of DBS checks.

#### **5. How is your information used?**

We may use your information to:

- process any subscription fees you have made;
- process other financial transactions between you and Abingdon Wargames Club
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest to you. These may include information about special events;
- to carry out our obligations arising from any contracts entered into by you and us;

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal

information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us. You should note that membership of Abingdon Wargames Club is in perpetuity, therefore we will retain your information unless you instruct us to remove it.

## **6. What is our lawful basis for using your information?**

We have various scenarios under which we may use your information, and for each have identified a lawful basis, as described below:

### **(a) Consent:**

Where you have voluntarily subscribed to an Abingdon Wargames Group mailing list (including e-mail and Forum mail) and explicitly consented to receiving our emails you may, any time, unsubscribe or withdraw that consent and we will stop using your personal information for the purpose(s) of that consent.

### **(b) Legal obligation:**

For maintaining and reporting financial accounting information for up to 6 years from the end of the tax year in which a financial transaction was processed and information relating to safeguarding interests.

### **(c) Legitimate interest:**

We will retain your contact details for event planning, internal statistical and reporting purposes.

## **7. Who has access to your information?**

Only Officers of the Abingdon Wargames Club will have access to your information. The Club Committee is elected each year at the Annual General Meeting by the Active Members of the Club. We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

## **8. Third Party Service Providers working on our behalf.**

We may pass your information to our third-party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process subscriptions). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties beyond Abingdon Wargames Club for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

## **9. Your choices**

You have a choice about whether or not you wish to receive information from us. If you do not want to receive communications from us about Club activity, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information. We will not contact

you by email, phone, post or text message unless you have given your prior consent. You can change your preferences at any time by contacting us at [abingdonwargames@gmail.com](mailto:abingdonwargames@gmail.com)

#### **10. How you can access and update your information**

The accuracy of your information is important to us, so if you change email address, or if any of the other information we hold is inaccurate or becomes out of date, please contact us at [abingdonwargames@gmail.com](mailto:abingdonwargames@gmail.com). You have the right to ask for a copy of the information Abingdon Wargames Club holds about you (we may make a charge for such requests to cover our costs in providing you with the information).

#### **11. Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely. Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites or forum, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

#### **12. Profiling**

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively. We may also use your personal information for lawful uses, e.g. Safeguarding, to detect or reduce fraud and credit risk.

#### **13. Use of 'cookies'**

Like many other websites, the Abingdon Wargames Club website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

#### **14. Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website. In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

#### **15. Children aged 16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

#### **16. Transferring your information outside of Europe**

As part of the services offered to you through the Club website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

#### **17. Website recording**

The website records data traffic which includes site sessions, clicks to contact and page views. None of this data is user specific and is used for statistics only.

#### **18. Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in December 2022 and will be reviewed after the appointment of a new Club Committee at the Annual General Meeting in May 2023.