

# Privacy Notice

## The New Horizons Camping Club

The New Horizons Camping Club ("We") are committed to protecting and respecting your privacy.

We collect and maintain personal information to administer the affairs of the Club.

This means:

- We have to tell you what personal data we collect.
- We have to tell you why we collect that data.
- We have to ensure we do not keep personal data for any longer than is necessary.
- We have to maintain the data to ensure it is accurate and fit for purpose.
- We have to ensure that data is accessible only by authorised persons.
- We have to tell you to whom we will disclose your personal data and why.
- You have a right to inspect the data that we hold about you.
- You can object to NHCC processing your personal data.

### What Personal Data does NHCC collect?

- For all members of NHCC, we will collect your name, postal address and an email address. **You must provide your County and a mobile number, and you have the option to provide a landline number.**
- As a result of your membership of NHCC other personal data will be generated; this will include records of payments made by you to NHCC, correspondence and other requests.

### Why does NHCC collect this data?

- We have to collect a minimum amount of information to maintain membership records and to enable us to send notices, for example, of the Annual General Meeting, to members. We also use the address to identify members in the same area to enable them to form winter clubs.
- We will not use your personal data for the purposes of direct marketing or for any automated decision-making.

### How long will NHCC keep personal data?

- We will retain your contact data for a maximum of **1 year** after you cease to be a member. Any personal data no longer of legitimate use to NHCC will be deleted within 90 days of the end of the financial year.

### How will NHCC ensure my personal data is accurate?

- NHCC and the individual both have responsibilities for ensuring that personal data is accurate and fit for purpose.
- If your personal data changes (for example you move or change email address) you should inform the Membership Secretary in writing or by email of the change.

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### • How will NHCC ensure that my personal data is secure?

- The NHCC secure website server will hold personal information which can be downloaded by authorised officers as required to perform their functions. See Register of Systems
- Committee members who hold paper copies of members' details are reminded to take the utmost care of the copies to ensure they are not lost. Paper copies will hold some or all of: name, address, telephone number, email address and membership number.

### Will NHCC disclose personal data to anyone else?

NHCC will only disclose personal data:

- To members of NHCC who have a legitimate reason for holding it.
- Your name, email address and County could be published, with your permission, in the Members List on the club's website in a password protected area.
- Where we are obliged to do so by law or are directed to do so by the Courts.

### How can I see the personal data NHCC holds about me?

- You should write to the Membership Secretary, email: [thenewhorizonscampingclub@gmail.com](mailto:thenewhorizonscampingclub@gmail.com) asking for a copy of the personal data NHCC holds about you.

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### • Can I object to my personal data being processed?

- Yes, you can object to personal data being processed.
- If you object you should do so in writing to the Secretary stating your reasons and we have 21 days to respond.
- **If you refuse permission for NHCC to use your personal data, you unfortunately must resign from the club**
- Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### Changes to our Privacy Notice or Data Protection Policy

- Any changes we may make to our privacy notice or Data protection Policy in the future will be posted on this page and, where appropriate, notified to you by email. The NHCC's full Data Protection Policy can be read on our Web site. Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to the Chair

25 January 2025