



1. About This Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.ghostclub.org.uk/Ghost_Club_Privacy_Policy.pdf (amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who Are We

- 2.1 We are The Ghost Club. We can be contacted via email at gensec@ghostclub.org.uk or by post to The Ghost Club, c/o Flat 48, Woodside House, Woodside, London SW19 7QN.

3. How Do We Collect Information From You?

- 3.1 The information we obtain from you is that which is provided on the application form when applying for membership. Beyond that, we hold information on the date and the amount of subscription renewals and any meetings or events that you may have signed up for.

4. What Type Of Information Is Collected From You?

Type of information	Mandatory or optional	Purposes	Legal basis of processing
Name, address, email and password (encrypted)	Mandatory	Managing the member's membership of the Club	Performing the Club's contract with the member. For the purposes of our legitimate interest in operating the club.
Telephone and mobile numbers, occupation	Optional	An alternative contact method for members.	For the purposes of our legitimate interest in operating the club.
Interest in the paranormal, interest in investigations, specialist knowledge	Optional	To be aware of any expertise amongst the membership of the Club in certain areas. This is in the interest of both the member and the Club	For the purposes of our legitimate interest in operating the club.

5. How Is Your Information Used?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties except where we are required to do so by law or as set out in the table above or in paragraph 5.2 below.
- 5.2 We may pass your personal data to third parties who are service providers to us for the purposes of providing services to you on our behalf (e.g. providing list of members attending meetings to gain access to venues). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes
- 5.3 To send you information about events arranged by the Club and to send you quarterly Journals.

6. How We Protect Your Personal Data

- 6.1 We will not transfer your personal data outside the EU without your consent.
- 6.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 6.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 6.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 6.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

7. How Long Do We Keep Your Information?

- 7.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Club's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. the establishment, exercise or defence of legal claims.

8. Links To Other Websites

- 8.1 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.
- 8.2 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.

9. Your Rights

- 9.1 You have rights under the GDPR:
 - a) to access your personal data
 - b) to be provided with information about how your personal data is processed
 - c) to have your personal data corrected
 - d) to have your personal data erased in certain circumstances
 - e) to object to or restrict how your personal data is processed
 - f) to have your personal data transferred to yourself or to another party in certain circumstances.

- 9.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

10. How You Can Access And Update Your Information

- 10.1 The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: webmaster@ghostclub.org.uk , or write to us at: The Ghost Club, c/o Flat 48, Woodside House, Woodside, London SW19 7QN
- 10.2 You have the right to ask for a copy of the information that The Ghost Club holds about you.
- 10.3 For more details, please address any questions, comments and requests regarding our data processing practices to our Webmaster, webmaster@ghostclub.org.uk