

## DATA PRIVACY NOTICE

# Oxford Naturist Club

### 1. Your personal data.

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

We are a naturist club in Oxfordshire known as the Oxford Naturist Club referred to as Oxnat in the rest of this notice. The Membership Secretary of Oxnat is the data controller (contact details below).

### 3. How do we process your personal data?

The committee of Oxnat complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To fundraise and promote the interests of the club;
- To maintain our own accounts and records (including the processing of annual membership fees);
- To inform you of news, events, activities organised by Oxnat;
- To send out a monthly newsletter;
- To manage membership applications.

### 4. What is the legal basis for processing your personal data?

The legislation requires that there is a clear legal basis for processing personal information. In general, Oxnat relies on the individual's consent in order to process their data.

### 5. Your rights and your personal data.

The legislation conveys various individual rights. These include the following:

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

### 6. Information Oxnat processes.

The following sections describe the information that Oxnat collects and how it is processed.

#### a. Members.

- We collect contact and membership details in order to provide membership services.
- That includes, but is not limited to, the administration of joining and renewals, distribution of publications, organising events.

#### b. E-news items.

With consent we email items of news that we believe will be of interest to our members.

#### c. Email addresses.

- If an email address is provided we assume consent to use it for administrative purposes of membership (e.g. notification of membership renewal, notification of AGM, etc.).
- We will not use it to send you marketing items without your explicit consent.

#### d. British Naturism.

If you are member of BN, as part of administering your membership we may share your membership details, and contact details with them.

## **7. Data Retention.**

- Once a member lapses, we retain sufficient information to identify the previous member if the member re-joins.
- Membership applications (both those on the waiting list and unsuccessful applications) - sufficient information to identify the applicant and/or process an application will be retained.
- Oxnat relies on legitimate interest as the legal basis for retaining this information.

## **8. Sharing your personal data.**

Your personal data will be treated as strictly confidential and will only be shared with other members of the committee in order to carry out membership activities. We do not share your data with third parties or other members without your consent.

## **9. Data Security.**

Oxnat shall implement technical and organisational security measures to protect your personal data against unauthorised access, loss or misuse.

## **10. Legal Obligation.**

We may disclose your information to governmental agencies or entities, regulatory authorities, or other persons in line with any applicable law, regulations, court order or official request.

## **11. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Membership Secretary on [secretary@oxnat.org.uk](mailto:secretary@oxnat.org.uk).

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.