



## **PRIVACY POLICY**

Clera is committed to protecting your privacy and processing your personal data in accordance with the General Data Protection Regulation (GDPR).

### **The information we collect about you**

We will collect your name, email address, postal address and telephone number(s).  
We do not obtain personal data from other outside sources or third parties.

### **How we use your information**

We will use your personal information to inform you, by post, telephone or email of our activities and to contact you in relation to your membership.

### **Protecting your information**

The data that we collect from you will only be used for the purposes of the society and will not be transferred to anyone else. By submitting your personal data, you agree to its storage and processing by the Club as described above. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy.

### **Checking what information we hold about you**

Under the General Data Protection Regulation, you can ask to see any personal information that we hold about you and have it corrected. You have the right to ask us to remove or correct personal data concerning you at any time and we will respond promptly to your request, within one calendar month at the latest.

### **Data retention**

Your personal data will only be retained for as long as your membership persists. When your membership terminates all personal data will be erased.

### **Changes to this Privacy Policy**

The Society Committee regularly reviews this Privacy Policy and changes will be approved at the Annual General Meeting. If you have any questions or comments about this Privacy Policy please write to the Club Membership Secretary.

### **If you have a complaint**

If you have a complaint regarding our use of your personal data then contact the Society's Membership Secretary. If your complaint is not resolved to your satisfaction you can make a formal complaint to the Information Commissioner's Office (0303 123 1113).