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**GDPR Statement 52 Club**

52 Gower Street

Bonham Carter House

LONDON WC1E 6EB

This statement is in line with the legislation that comes into date on 25<sup>th</sup> May 2018.

The 52 Club stores the following data electronically, from the application forms of its members: Full name, DOB, Full address, telephone number(s), email addresses, date started and amount paid. This information is also stored in hard copy paper version.

Each member's record will then record visit and attendance or renewal until expiry.

The reason we store this information is for maintenance of a Membership system, identity and legitimacy of membership; access to the Club's activities. We also use the information for statistical analysis and processing trends and financial analysis.

Electronically your information is stored via the Delta Computer Services system and on the UCLH Charity server (NHS protected). Data security is up to date on these systems.

Paperwork is stored in lockable filing cabinets in the office which is only accessible by 52 Club staff.

Disposal of information occurs in the following way:

- a. If we are notified of leaving, the paperwork is shredded and destroyed that month
- b. If we are not notified of leaving there are 3 monthly checks and paperwork is destroyed with regards to any member who has been expired on the system for 6 months or more
- c. Electronically the personal details are deleted after one year of expiry- only statistics remain on the system after this point

You may request a copy of any information we hold about yourself in writing, allowing 30 days for us to collate and send to you.

You may request we delete any information we hold about you at any point after expiry of Membership, please do so in writing and we will confirm the action.

The 52 Club would notify you of any data breach.

The 52 Club does not share any personal information with any other parties.

