

# NATIONAL LIBERAL CLUB - PRIVACY NOTICE

---

This privacy notice will explain how we use your personal data and your rights regarding that information.

## Part 1

- What information are we collecting and processing?

We are collecting and processing your name, address, email and relevant membership info.

- Why are we collecting your data?

To provide you with information about your membership and NLC activities.

- How are we processing and using this data?

Your name and contact information will be stored in a secure database and will be used to send you communications about your membership and NLC activities only.

- What is the legal basis for processing this data?

We process this data based on your consent. You consent by submitting your data through the membership application process and updating your membership profile on the Club website at [www.nlc.org.uk](http://www.nlc.org.uk). You can withdraw your consent at any time by emailing us at [membership@nlc.org.uk](mailto:membership@nlc.org.uk)

- Are we sharing your data with others and who are we sharing it with?

We do not share your information outside of our organisation or use it for purposes other than the ones above.

- How long will we keep your data for?

We will keep your data for seven years or until you opt out – whatever comes first after which we will delete it securely.

- How we use your Information

This privacy notice tells you what to expect when the National Liberal Club collects personal information. It applies to information we collect about:

- Visitors to our website
- People who join the Club as members
- People who make an enquiry/book our conference and banqueting facilities
- People who make an enquiry about membership
- People who make a dining reservation
- People who contact us via social media

- Visitors to our Website

When someone visits [www.nlc.org.uk](http://www.nlc.org.uk) we use a third party service, Google Analytics, to collect

standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

#### - Use of Cookies

Cookies are used to improve your experience when visiting our website.

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g. remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website. For further information on managing and blocking cookies [www.ico.org.uk/for-the-public/online/cookies/](http://www.ico.org.uk/for-the-public/online/cookies/)

#### - Membership Data

The National Liberal Club is committed to processing members' data in a transparent manner. Membership data is stored in hard copy files and electronically on our database software Millennia (Infodata) This data will be stored for the entirety of the membership period, and for a further seven (7) years after termination of membership.

#### - Event Enquiries/Bookings

Enquiry data by email or telephone is stored securely by the conference & banqueting team for the purpose of future event bookings.

#### - Event Booking Data

When booking a meeting or banqueting room at the Club, your booking details will be stored in Millennia (Infodata) database to ensure ease of booking next time you visit us.

#### - Dining Room Booking Data

When booking a table at the Club, your details will be stored in Millennia (Infodata) database, our online table booking platform to enable your booking and ensure ease of booking next time you visit.

#### - People who email us

We will monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

#### - E-newsletter

We use membership data stored in our membership database and Mailchimp email software to deliver our member e-newsletters.

Members are asked to supply a current email address when joining the Club or renewing their membership, and it is this email address that is used to communicate news, events and information about the Club. If you do not wish to receive this, you are able to opt out here at any time.

We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletters and target our marketing more effectively.

<https://mailchimp.com/legal/privacy/>

#### - People who contact us via social media

If you send us a private or direct message via social media the message will be stored by the relevant platform provider. We will not share these messages with any other organisations or publicly without permission.

## Part 2

#### - Data Sharing & Disclosure

In certain circumstances, it is appropriate that the Club shares or discloses personal data. Where possible and appropriate, the data subject's consent will be sought prior to any sharing or disclosure.

Personal data will only be shared without the subject's consent in the following circumstances:

1. In the vital interests of the data subject or another person.
2. Where the subject lacks capacity and the data is being shared with a legal guardian.
3. Under court order or for the purposes of prevention or detection of crime.
4. Seeking legal advice or representation.;
5. For the purposes of providing a confidential reference in the interests of the data subject.
6. In order to comply with a legal obligation.

Records of all data sharing and disclosures, data sharing requests, the conditions for sharing or disclosure, and the outcomes of such activities, are maintained by the National Liberal Club.

#### - Information Security

GDPR states that organisations must ensure '*appropriate security of personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures*'. With continual changes to both technology and the demand for ever-easier ways by which information can be accessed and shared, it is important that a consistent approach be adopted to safeguard information.

The National Liberal Club will ensure that appropriate technical and organisational measures are in place, supported by privacy impact and risk assessments, to ensure a high level of security for members' personal and confidential data, and a secure environment for information held both manually and electronically.

#### - Records Management

Records management refers to a set of activities required for systematically controlling the creation, distribution, use, maintenance, and disposition of recorded information maintained as evidence of business activities and transactions.

Good records management practises ensure not only record quality, but that personal data is only kept for as long as necessary for its original purpose, and help support data minimisation. The National Liberal Club is committed to implementing robust records management policy, process and practises to ensure compliance with the GDPR.

### **Part 3**

#### - Your Rights

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you. You can also get further information on:

- Agreements we have with other organisations for sharing information
- Our instructions to staff on how to collect, use and delete personal data
- How we check that the information we hold is accurate and up to date

#### - Access to personal information

The National Liberal Club tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it could be disclosed to
- Let you have a copy of the information

To make a request to the National Liberal Club for any personal information we may hold you need to put the request in writing addressing it to our Membership team, or in writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Membership team.

- Complaints or queries

The National Liberal Club tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of the National Liberal Club's collection and use of personal information.

However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact us at the address below

- Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We therefore encourage you to read the privacy statements on the other websites you visit.

- Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 01/04/2020

- How to contact us

If you want to request information about our privacy policy or report a data breach you can email us or write to:

Membership Secretary  
National Liberal Club  
Whitehall Place  
London  
SW1A 2HE

Email: [membership@nlc.org.uk](mailto:membership@nlc.org.uk)

Telephone: 020 7930 9871

[www.nlc.org.uk](http://www.nlc.org.uk)