

The Principle Club of Tunbridge Wells, Data Privacy Notice

Updated 19 January 2026

1. Your personal data – what is it?

Personal data is any data that can identify an individual. The processing of personal data is governed by the General Data Protection Regulation (the GDPR). GDPR covers all forms of record keeping, paper as well as electronic.

2. Who are we?

The Committee of the Principle Club is the Data Controller (contact details below). This means it is responsible for how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Committee of the Principle Club 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 unnecessary data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure.
 - a. We use your personal data for the following purposes: –
 - To maintain membership records,
 - To maintain our own accounts and records (including the processing of standing orders)
 - b. ● To inform you of club news, events and activities
 - c. ● To gain feedback of potential and previous events and activities.

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

- Your explicit consent that we can keep you informed about news, events, activities, and process your payments.
- Processing can be carried out by a not-for-profit organisation provided: – the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared between Committee members for purposes connected with the club. We will only share your data with other members with your consent.

6. How long do we keep your personal data?

We keep your data on our records for the period during which you are a member of the Principle Club, and afterwards as a past member.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: –

- The right to request a copy of your personal data which the Committee holds about you;
- The right to request that the Committee corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased when it is no longer necessary for the committee to retain such data i.e. when you have cancelled your membership of the club.
- The right to withdraw your consent to further processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use before commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Principle Club Committee at admin@theprincipleclub.org.

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

11. This policy was approved by the Committee on 10 February 2020 and is reviewed every two years. The third review took place on 19th January 2026 – there were no changes required.