**Privacy Notice Template**

**This is a sample privacy notice that a Club could use to put on their website. Please ensure that you update the unfinished sections with relevant details for your Club.**

**Privacy Notice for <Insert Club>**

<Insert Club> is a local club set up for families of twins and more in the <area> to provide support for local families. We are committed to protecting your data and your privacy and will not use your data for any reason besides that for which you provided it.

We will use any personal information that you provide in accordance with applicable data protection laws, and will process any personal information only to allow us to provide services safely and effectively.

If you have any questions or concerns regarding our Privacy Notice or our processing of your personal information, please contact us at <insert details>

**What information do we collect about you?**

We obtain information about you when you use our website, for example, when ……

(eg, maybe when they visit your site, when they phone you, when they email you?)

When we collect information from you we will ask for ……

(eg, name, address, email, phone, dob of children, etc)

**What is the purpose of the processing of your data?**

The reason we collect this information is because ……

(eg, we want to tell you about next twins club session, nights out, days out for kids)

We will only contact you if you give us your consent to do so [make sure you collect this consent going forward at point of contact with someone], and you can change your contact preferences with us at any time by contacting us at …….

**How do we protect your data?**

We take appropriate physical, electronic and managerial measures to ensure that we keep your information secure, accurate and up to date, and that we only keep it if is reasonable and necessary to fulfil the need for which it was collected.

We are a volunteer led organisation, and we have a data policy internally at our club that ensures all information is only kept for as long as you are registered with the club, and safely destroyed when no longer required. When a volunteer leaves the committee of <this club> we have a signed handover to ensure that they have removed any personal information from their personal devices.

(update this to include what you would actually do with how you protect the data)

**Your Rights with your data**

We respect your privacy and your right to decide how and if we can contact you. You are able to choose how you want to hear from us.

We will not contact you if you ask us not to and you can tell us about changes to the personal information we hold about them by contacting us at <insert details>. We will then update our records as appropriate.

You can also:

* Withdraw consent for how we use your information
* Ask us to delete information which we have no valid reason for keeping
* Request us to stop processing personal information
* Ask to see any data that we may hold about you

Please contact us at <insert details> with queries or questions on any of the above.

This privacy notice was updated on <insert date> and may change from time to time.

For further information about data protection, and your rights as an individual, please visit [www.ico.org.uk](http://www.ico.org.uk).

 SIGNED: Chair

Date: