

Birmingham IVC Privacy Statement

Birmingham IVC uses your personal data to run the club. Your name is available to other members although this can be the name you like to be known as. Unless you ask otherwise, the first part of your postcode (for example the B23 out of B23 7LB) is also made available to other members.

Your postal address is used to send you the printed bulletin if you have opted for that and to send you important club notices. Your email address is the main and normal way that the club communicates with you to tell you about new and changed activities and for other club related purposes. You can opt out of various types of email. Your date of birth is only used for producing anonymous statistics about the club.

Your contact information (email address and phone numbers) and other information such as your interests may be made available to some members who are carrying out a job for the club as authorised by the clubs committee for the specified purposes and in accordance with the clubs rules.

Your full set of personal information is only available to a small number of members involved in running the club. It is not available to all members of the clubs committee.

You can decide for yourself if certain items of your personal data are available to other members. This includes your email address, phone numbers, club email address, first part of your postcode and others. You can see and change these settings on your profile at <http://ActivityExchange.com/Profile> which is also where you can see the personal data that the club holds about you and update much of it.

Unless you don't want it you will be provided with a club email address (for example ElvisP@BirminghamIVC.org). Email sent to this email address will be forwarded to your real email address. Email sent from your real email address to another ...@BirminghamIVC.org email address will have the From address changed to your club email address. This is to keep your real email address private.

Your personal information may be supplied to third parties to process on behalf of the club within limits set by the club. Your personal information is never supplied to any third party for their own use except to AIVC and Companies House as described below.

If you carry out a job for the club then your contact details, possibly including your address, may be supplied with your permission to the Association of Inter-Varsity Clubs (AIVC) for inclusion in the AIVC Address List. This list is available to all IVCs for IVC uses only. AIVC is the umbrella organisation for all the IVC Clubs in the country. More information here www.ivc.org.uk.

If you become a club officer then, as you will also be a company director, your full name, address and date of birth will need to be supplied to Companies House although your address can be a contact address.

If you only join as a Prospective Member and do not become a Full Member then your data will be deleted between three and six months after your Prospective Membership ends. If you stop being a Full Member then your full information will be deleted after a year and a month have passed if it lapsed because you did not renew it in time (as you are entitled for a year to renew it) or after three months if you otherwise stop being a member.

To comply with the Companies Act (CA 2006, Sections 113 & 121), limited information about Full Members has to be kept for 10 years after you stop being a member. This information is your Name, Address (last known), date of joining and date of leaving.

Your data may persist in computer backups beyond the limits given above but those backups will not be restored for the purpose of accessing your information and if your information is incidentally restored as part of a larger block of data it will not be used and will be deleted.

This Committee Policy was adopted by the 2012/2013 Committee. It does not form part of the Clubs Rules.