

The Club Sandwich Privacy Policy

This privacy policy sets out how **The Club Sandwich** uses and protects any information that you give us.

We may collect the following information by email, telephone call, by post, or in person:

- Date of Birth.
- Tel/Mobile.
- Family / next of kin / friend details (if relevant).
- Employment details (if relevant).

What we do with the information we gather and what it is used for:

- Internal record keeping.
- Reporting to referring/instructing parties.
- Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place highly encrypted electronic systems and managerial procedures to safeguard and secure the information we collect.

Should we ask you to provide certain information by which you can be identified when working with **The Club Sandwich**, you can be assured that it will only be used in accordance with this privacy statement. This policy is effective as from August 2023.

Name and contact details of the Data Protection Officer:

Caroline Sabourin

The Club Sandwich

E: cs@theclubsandwich.co.uk

Controlling your personal information:

We will not distribute, sell, or lease personal information to third parties unless we have your explicit permission or are required by law to do so.

How you can access your information

You may request details of personal information which we hold about you under the General Data Protection Regulation. If you would like a copy of the information held on, you please write to **The Club Sandwich**, Data Protection Officer at **The Club Sandwich**.

There is no longer a charge for this service.

How long we keep your information for:

The Regulation does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

See this link: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles>

The Club Sandwich will retain personal data for 7 years for adults.

How you can opt-out and request to be deleted from our files:

If you do not wish us to make use of your Personal Information in this way, please write to The Club Sandwich, Data Protection Officer at The Club Sandwich at cs@theclubsandwich.co.uk

How The Club Sandwich use cookies:

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site or page. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. **The Club Sandwich** uses traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. The Club Sandwich does not use cookie technology to collect Personal Information. You may also wish to refer to www.allaboutcookies.org

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

The Internet is a global environment and using the Internet to collect and process data can involve the transmission of data on an international basis. Therefore, by browsing our website and communicating electronically with us, you acknowledge our processing of data in this way. However, we will endeavour to protect all personal information collected through our website in accordance with our data protection standards.

Links to other websites:

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

If you believe that information we are holding on you is incorrect or incomplete, or if you have any other data protection related issues or queries, please write to **The Club Sandwich** as soon as possible at the above email address. We will promptly correct any information found to be incorrect.

If you are concerned that we have breached a privacy law or code binding on us, please send an email marked "Urgent" to info@goldstar-corporate.co.uk. We aim to respond in a reasonable time (normally 24 hours). Our Data Protection Officer will manage your complaint and will give you additional information about how it will be handled.

You have the right to complain to the Information Commissioner's Office (ICO) if you believe we have not handled your request in an appropriate manner. For information on contacting the ICO please see their website www.ico.org.uk.