



The Monday Night Club  
The Lodge, Dingle Road, Leigh  
Worcester WR6 5JX  
Tel: 07973788029  
[helen@themondaynightclub.org.uk](mailto:helen@themondaynightclub.org.uk)  
[www.themondaynightclub.org.uk](http://www.themondaynightclub.org.uk)  
Registered charity number 1160646

## THE MONDAY NIGHT CLUB PRIVACY POLICY

### Our contact details:

Name: The Monday Night Club

Address: The Lodge, Dingle Road, Leigh, Worcester, WR6 5JX

Phone Number: 07973 788029

E-mail: [helen@themondaynightclub.org.uk](mailto:helen@themondaynightclub.org.uk)

We currently collect and process the following information:

- Name, address, telephone number and email address
- Emergency contact details
- Date of birth
- Contact preferences

### How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- We can contact you with information about our services
- We can design our services to best suit our members
- Know who to contact in an emergency

We use the information that you have given us in order to:

- Keep you informed of our services
- Report on the impact of our services to funders
- Contact your emergency contact quickly

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting us by email, telephone or in writing to the address above.
- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task.
- We have a legitimate interest.

### How we store your personal information

Your information is securely stored on password protected digital devices.

We keep your contact details and preferences as long as you are attending our services and activities, or for 5 years after you stop attending. We will then dispose of your information by permanently deleting it from digital devices where it is securely stored, including back-ups.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at:

[helen@themondaynightclub.org.uk](mailto:helen@themondaynightclub.org.uk)

telephone 07973 788029

or by post to: The Lodge, Dingle Road, Leigh, Worcester, WR6 5JX

if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at

[helen@themondaynightclub.org.uk](mailto:helen@themondaynightclub.org.uk)

telephone 07973 788029

or by post to: The Lodge, Dingle Road, Leigh, Worcester, WR6 5JX

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Name:.....Laura Gill.....

Position:.....Chair of Trustees.....

Date:.....27/04/2022.....