

Privacy Policy

This policy is about how Arlington Baths Club uses, stores, discloses and protects the personal information that people provide and what data is collected by the Club.

Personal information includes any information that identifies someone personally, such as a name, address, email address or telephone number.

Arlington Baths Club recognises the importance of privacy, and this is an outline of how those representing the Club collects, uses, discloses, and protects this information. The Club strives to comply fully with data protection law.

The contact address is 61 Arlington Street Glasgow G3 6DT, telephone 0141 332 6021. It is usually also possible to contact using the club email info@arlingtonbaths.co.uk or our website: <https://arlingtonbaths.co.uk/>

What information is collected

The Club collects information in a number of ways, including:

- Via cookies when visits are made to the website: <https://arlingtonbaths.co.uk/>
- When an Application Form is completed
- When a 'Health Form' is completed
- When enquiries are made in writing, by email or telephone
- When complaints are made
- When people complete surveys
- When people fill in forms on the website.
- When someone attends an event
- When Gift Aid Declarations are made or to record a donation
- When someone applies for a job or volunteer position
- When someone becomes an employee, office bearer or volunteer
- When someone joins a Club group

This information can include:

- name, email address and other personal information that is provided
- Information related to individual's health
- IP address for online contact, the resource being requested, the date and time of the request, the address of the page from where the request originated (the referrer) and the software used to access the page (the agent).

How the Club uses information

The Club may use the information it holds:

- in connection with membership records and in relation to participation in our operational activities;
- to fulfil individual employment contracts with employees (e.g. personnel administration) or for agreements with volunteers;
- to account for the governance of the Club;
- to communicate with individuals (e.g. by letter, email or telephone) for example to provide information relating to the work of the Club or new developments;
- for fundraising activities;
- for internal administration, such as for accounting purposes;
- to improve the website by monitoring how it is used;
- to respond to any feedback from individuals if they ask for feedback;
- to provide services that individuals have asked to receive;
- to provide research materials in our archive;
- to evaluate and inform the work of the Club.

The Club processes information from IP addresses and the technical information provided for

- security purposes – to maintain the integrity of online services and protect them from malicious or accidental abuse
- to generate approximate geographical information to determine the reach of the Club across Scotland and worldwide
- to identify technical problems
- to determine how the website is being used by visitors

The Club may collect certain information that does not by itself identify a specific individual. Such information can give information about equipment, screen size, browsing actions, and the resources that are being accessed, such as operating system and browser type. Technical information may be submitted to third-party services for processing on behalf of the Club. Arlington Baths Club uses analytics and similar services.

Images and Video

Arlington Baths Club is a private members club but does allow wider public access from time to time. Some areas of the Club are covered by CCTV. The video recordings are used to ensure the security of the building, members, employees and visitors.

Consent

By providing the Club with personal data, a person consents to the collection and use of any information you provide in accordance with the above purposes and this privacy statement.

Consent is also given to transferring information to countries or jurisdictions which do not provide the same level of data protection as the UK, if necessary for the above purposes. If the Club does make such a transfer, it will, if appropriate, put a contract in place to ensure information is protected.

Where data is stored

- Data from comments, requests, enquiries, feedback and applications for vacancies is stored on the web servers used by the club
- Data from some event registrations is stored on the web servers used by the club and third-party vendors (for example Eventbrite) and is governed by their regulations
- Data pertaining to mailing lists is stored on the web servers used by the club and mail services
- Historic data is stored in the Glasgow City Archive
- The membership roll is kept on a secured cloud-based service
- Video, other than CCTV, is stored using third party services, such as YouTube for promotion of the Club
- Data is stored in the Club office filing system and on office computers to enable to Club to function.

The Club will only collect your personal data with consent. By submitting personal data to us in any of these forms, an individual is consenting to the storage and processing of that data for the reasons specified at the time of submission.

How long does the Club keep your information:

The Club will keep your information only for as long as it is required to fulfil the purposes described in this policy. This is also the case for any third party services that process data on behalf of the Club. When information is no longer needed and there is no need for us to keep it to comply with legal or regulatory obligations, it will either be removed from the Club systems. or anonymised so that it can't identify an individual. Archive records of membership for the historic record are kept securely within the building until submitted to the Glasgow City Archive.

Keeping data secure

The Club has procedures and security features in place to try and keep data secure once it has been received.

The Club via its office bearers and employees will use all reasonable endeavours to ensure that personal information is held in a secure and confidential environment and when the information is no longer needed it will be destroyed or permanently rendered anonymous.

Transmitting information over the internet is generally not completely secure, and an absolute guarantee of the security of data cannot be given.

Disclosing information

The Club may share personal information held for a number of reasons including to process donations or carry out any other contractual obligations. This data may be disclosed to employees and/or volunteers including the office bearers.

In the event of an outbreak of communicable disease, the Club will disclose details of attendance at the building to relevant authority. (for example, NHS Scotland's Test and Protect contact tracing service and Police Scotland).

Personal information may be passed on if there is a legal obligation to do so.

Rights

An individual has the right to:

- access information held about them, upon request, and to have incorrect information corrected
- withdraw their consent for the Club to use their personal information at any time, and to request that information about them be removed from our systems
- instruct the Club to have the information provided to us sent to another organisation, where the Club holds this information with consent and where it is technically feasible
- complain to the regulator, the Information Commissioner's Office, if they think the Club hasn't complied with data protection laws

Contact

To make an enquiry about how information is being used or about this privacy policy, please contact the Club at the address below:

To correct any information the Club is holding please write to or email as soon as possible to the address below. Any information found to be incorrect will be corrected as quickly as possible.

To opt out of any contact at any point please contact the Club on the address below, so that details can be added to a non-contact suppression list as required by law.

Contact:

General Manager
Arlington Baths Club
61 Arlington Street
Glasgow
G3 6DT

The General Manager may forward details of enquiries to the most appropriate person to deal with the request.

(Version 1)