

Club Elite Personal Data Policy

1. Under the **General Data Protection Regulation (GDPR) Act** the Club is responsible for the Data and records it holds on Members on computerised systems. This can take many forms from the traditional PC's to tablets and smartphones. Personal records and Data must be stored securely and deleted when the Club no longer need them. To make available to those on the database their stored details when asked.
2. Permission is required from members (which include Temporary and ex-members) to hold their data. The Club is required to tell them what data it holds if asked and to correct or deleted if requested by them. This is the law and their right.
3. Personal information should not be shared with others without their permission.
4. No personal information (i.e. Names, phone numbers and addresses) will be published in the Club's Newsletter, on the Website, or on social media without that members permission.
5. Personal data is not stored on the Club Website.
6. When visiting the Club's or any other Website, Social media sites, etc this is logged by the internet providers using "cookies" (these are small text files) These are to improve the service they give, but also are sold on to third parties for commercial reasons. This is outside the control of the Club and is the responsibility of the above internet providers. We recommend that you keep any spyware you have installed up-to-date and delete "cookies" when you no longer require them.
7. The Club will not collect any unnecessary data on members other than those needed to administer the running of the Club.
8. Personal Data will not be sold or given to third parties.
9. Members will be reminded of their rights under GDPR every time they renew their membership.
10. The Club will not save membership details longer than is necessary once members decide not to re-join. This applies to Temporary members too.
11. Only Committee members will have access to the database and only then on a need to know basis decided by the said Committee.
12. The Club's membership database will be secured with a password which will be changed on a regular basis.
13. The Club would expect Committee members not to save any copies of the membership database they hold unsecured or for longer periods than necessary on their machines/devices/digital storage devices. This will also apply to paper copies.
14. The Treasurer is responsible for the safe keeping and security of the Club Finance records.
15. To allow trusted third parties to access the data required to audit the Club's finance accounts as required in the Club's Constitution (see rule 7f & 8c).
16. All equipment and materials that hold data belonging to the Club should be used responsibly and in a safe manner.
17. Any data breaches to be reported to the Committee as soon as possible for investigation and to take appropriate action.
18. Data protection policy will be reviewed as required or annually whichever comes first.

Photography *Not covered by GDPR*

Members of the Club may take photographs at Club events which will be offered for inclusion in the Club Newsletter, on the Website or on our Social media. If you do not wish your image to appear please let a Committee member know or approach the picture taker.

Alan Chaplin (Chairman)

On behalf of the Committee

13th June 2018

Revised March 2023