

Probus Club of Boxmoor & District

DATA PROTECTION POLICY

1. The Club

1.1 The Club is The Probus Club of Boxmoor and District.

1.2 Names and telephone number of Committee members can be found on the membership card issued annually to each fully paid up member.

1.3 The Secretary can be contacted by email at [secretary@boxmoorprobus.org].

1.4 For the purposes of the General Data Protection Regulation (GDPR) the Committee of the Club is the Data Controller and the Secretary is the Data Protection Officer.

2. Information Collected

2.1 Information about members collected by means of the Membership Application Form includes names, addresses, telephone numbers, email addresses, marital status, names of members' wives or partners, brief details of member's past or present occupations, professional qualifications and hobbies and interests.

2.2 Details of member's bank accounts may be provided by individual members from time to time for use by the Club Treasurer.

2.3 Photographs of members taken at Club events.

2.4 Additional information and amendments to information already given, such as changes of address, which may be provided by members from time to time.

3. Storage and Use of Personal Information

3.1 The information as described in 2. above is used for legitimate purposes in the efficient operation of the Club and to promote the Club's activities.

3.2 Contact details are used to communicate with members. Bulk emails sent to members will always be blind copied.

3.3 The Club itself does not own or control any computers or means of electronic storage.

3.4 Information is kept in hard copy format and on the personal computers of Committee members who maintain generally accepted standards of technology and operational security in order to protect the personal information from loss, misuse or unauthorised access.

3.5 The Club is unable to guarantee 100% security of any information transmitted over the Internet.

3.6 For payments taken from members on-line or made to members by the Club a recognised on-line secure payment system will be used.

3.7 Members will be notified promptly in the event of any breach of their personal information which exposes them to serious risk.

3.8 Hard copy Membership Lists showing names, addresses and primary telephone numbers of all members are distributed to members at least once each year and when updated.

3.9 Member's personal information will never be sold.

3.10 The Club will not share personal information of any member with any third parties without that member's prior consent except that the hard copy Membership Lists as described above may from time-to-time be shared with other local Probus Clubs.

3.11 Members' personal information shall be held for as long as the person concerned remains a member of the Club and for as long thereafter as the Data Controller deems necessary for the legitimate operation of the Club, in particular for those past members who have expressed a wish to keep in touch.

3.12 Any financial information held, such as member's bank details, will be destroyed once it is no longer needed for the legitimate operation of the Club.

Member's Rights

4.1 Members have the right to access their personal information held by the Club.

4.2 Members have the right to be provided with information as to how their personal information is processed.

4.3 Members have the right to have their personal information amended.

4.4 Members have the right to withdraw their consent for the Club to hold and process their personal information

4.5 Members who withdraw their consent for the Club to hold and process their personal information should be made aware of the limitation that this would place upon the Club in providing normal membership services to such member.

4.6 Members have the right to complain to the Information Commissioner's Office (ICO) in the event of a personal information breach.

4th June 2018