



Fugelmere Probus Club of Fleet

PRIVACY & DATA PROTECTION POLICY

To comply with the General Data Protection Regulations: May 2018

Fugelmere Probus Club of Fleet retains a certain amount of information about its members and takes the security of such information and the privacy of all members very seriously.

1. WHAT DATA WE HOLD

This is the Database of information we record for each member (where supplied):

Name

Address

Telephone numbers

Email address

Birth date

Name of spouse or partner

Date added to database

Payment type, date and amount of last payment

Non-attendance at monthly meetings including the Annual General Meeting

Additional information (membership of the committee and any volunteer interests or experience)

2. STORAGE OF INFORMATION

This Database of information is stored as Microsoft files and will be held on PCs accessible via a secure log-in or on encrypted memory sticks. Where a subset of information may be transferred via email between members, the files will be, at minimum, password protected and the password provided via a secondary communication.

3. OFFICE BEARERS WITH ACCESS TO INFORMATION & CONTROL OF DATA

The Secretary and Treasurer maintain the Database and Committee members may access this information within their respective roles. The President, Treasurer, Secretary, Web Master (and designated assistants) and Committee members also hold overall responsibility for ensuring the data are kept secure at all times, and for keeping the data up to date.

4. WHAT THE INFORMATION IS USED FOR

The information is used for the purposes of contacting members, providing the Handbook, sending out newsletters, sending information about the Annual General Meeting, arranging events and special announcements.

5. CLUB WEBSITE

The information held and maintained on the website is hosted by a commercial organisation with stated compliance to GDPR. Personal Data will not be published on the website in a structured manner, however newsletters and announcements may provide images and limited information on members.

6. SHARING DATA WITH THIRD PARTIES

We do not and will not share any of the collected data with third parties, individuals or other organisations. We will never pass on any of the information we retain about our members to third parties without first gaining the express written consent of those members. Members must retain full control over their Handbooks once issued to them, and not pass on any information.

7. REMOVAL OF DATA & INFORMATION

Individual members can request that all, or some of the data we hold about them is permanently deleted by writing to the Secretary. The data will be deleted from the Databases within 20 working days upon receipt of the written request. If requested, we will reply in writing to confirm that the request has been processed.

Removal from Member Handbooks will be enacted at the next Annual reprint of the Handbook.

8. REMOVAL OF OBSOLETE DATA & INFORMATION

Any member who has not renewed their membership in accordance with our Constitution will have their data and all Information held about them removed permanently from our database, however incidental information contained in historical newsletters or announcements will not be deleted unless specifically requested.

9. CHANGE OF INFORMATION & INCORRECT DATA

It is the responsibility of individual members to advise the Secretary as soon as possible if any of the data we hold about them change or are incorrect. We cannot be held liable for inaccuracies in personal information, of which we are not made aware.

10. BREACH OF DATA SECURITY

In the unlikely event that the information we hold is compromised, lost, hacked, stolen or otherwise unlawfully derived we will immediately conduct a risk assessment as to what data and how much has been compromised. We will notify in writing all those members who may be affected by a compromise. We will then conduct a review of our data security procedures, and if necessary, seek professional opinion and assistance to safeguard against future compromise.