

## **General Data Protection Regulation (GDPR) From 25<sup>th</sup> May 2018**

This communication is to advise you that the Suffolk Fly Fisher's Club (SFFC) must comply with the General Data Protection Regulation (GDPR) which becomes legally enforceable from 25th May 2018.

SFFC is informing you of the data that we collect and store from you, where and how it is held, the reasons or purposes of collecting and storing Data and the security arrangements including access and sharing.

### **Data Collection**

Minimum Data is collected and stored. Only essential information is requested to maintain the integrity of the Club.

Name and contact details are stored to invite Membership Renewals, send Periodic Updates, send A.G.M. Documents and to inform Members of Social and Club business events. Date of birth is used to verify Concessionary and Veteran status.

**Data Collected** - Name, Address, email Address, Phone Number and Date of Birth.

No Bank Account details of Members are collected or stored.

**Procedure for Data collected electronically** - Form Data is collected from Members through a verified secure link. The information is collected, collated and stored in a strongly password protected cloud based file.

PDF or Word-processed data sent by Members via email is collected by the Club Secretary.

**Procedure for Data collected by Post** – Letter and printed form data is collected by the Club Secretary.

### **Data Storage**

The Club Secretary and in his/her absence the Club Chairman is the Custodian of Membership Data and undertakes to securely manage and control data collection, storage, processing and deletion of all information.

Data is securely sent to the Club Secretary who transfers the information to an electronic spreadsheet.

### **Data Access**

The Club Secretary has direct access to all collected and stored data.

The Club Treasurer has access to this information at Subscription renewal time to confirm and match payment receipt.

The Club Chairman has access to this information to send Communications in the absence of The Club Secretary.

No other Club Officials or Club Members have access to the database or information held therein.

### **Data Sharing**

Your Data or personal information in part or whole is never shared with any individual or organisation under any circumstances. However, if need be, SFFC would have to comply with a Court Order or Warrant.

For Membership and Trial requests, with their consent, the contact details of the Club Secretary and Club Bosun are published for use by Members and the general Public.

The Club Secretaries contact details, with consent, will always be available to Members.

### **Your Rights.**

You have the right to: -

- have your details removed from SFFC records.

- view your own personal information that SFFC has stored or saved.

- have your personal history deleted.

- have your own personal details changed.

### **Security.**

**Data Storage** is held in an electronic format on a computer that is patched with the latest appropriate operating system updates and security software installed. The office software shall have the latest update patches applied.

**Data collected by mail** will be transferred to the spreadsheet, with the original paper copy shredded.

**Data collected by email and or PDF/Word processed documents** will be deleted once transferred to the spreadsheet.

**On-line Form Data** is administered through a verified secure link. The information is collected, collated and stored in a strongly password protected cloud based file. The password is only known by the Club Chairman (the custodian of the forms) and the Club Secretary. The Club Treasurer has access to Membership Payment information.

### **Your Data on Cessation of Membership.**

On Membership lapse, your details will be stored for 10 years, unless you request otherwise. This is to allow you to benefit from a possible Joining Fee waiver, should you wish to re-join at a later date.

### **CONSENT**

SFFC requires your written consent to collect and store the data as outlined above. In addition, we need your consent to be included in photographic material and to be mentioned in Club Communications for newsworthy achievements.

**The information in this notice will be freely available from the Club Website and by Request to The Club Secretary**