

GENERAL DATA PROTECTION REGULATION (GDPR)

Binsted Tennis and Croquet Club Policy

The new General Data Protection Regulation (GDPR) came into force on 25th May 2018. You can find further information on the website of the Information Commissioner's Office at <https://ico.org.uk/fororganisations/guide-to-the-general-data-protection-regulation-gdpr/>.

Below sets out the key points of the Clubs policy as it relates to the GDPR.

- All members (existing and new) will be requested to complete a Data Protection Form relating to how the Club may store and use their personal data (name, address, phone and email records). This is a one-time requirement but any new members to the Club will be required to complete a GDPR form. The form may be completed once on behalf of a family as long as it is completed by an adult.
- All information collected by the Club and relating to its members is "personal data".
- The Club undertakes to keep it secure and only use it for the purpose for which it was collected. It will not be passed on unless that was explicitly part of the reason for collecting it – eg. For the purpose of building a distribution list for a planned Club event.
- Information relating to guests is also "personal data" and covered by the same requirements as that for members.
- Records kept on a computer will only be accessible by Club Officers. Passwords should be changed whenever these roles are filled by new people. Paper records should be kept secure.
- Emails should not be sent to groups of people in a way that makes their email addresses visible. To avoid this, The Club will (bcc) all the recipients.
- Binsted Tennis and Croquet Club will not issue lists of members' contact details (telephone number and email address) to any of their members. Any such list that is made available should only contain the details of members who have specifically agreed to this.
- For committees where it is necessary to be able to reply to all recipients to continue a discussion, it is acceptable to copy all in the usual fashion providing the Committee members were told this when they joined the committee and they have been given the option to not be copied in this way.
- Committee members' contact details should only be displayed on websites if they have specifically agreed to this.