



Data Protection Policy 2018

The General Data Protection Regulations (GDPR) which came into force on 25th May, 2018 replaced the earlier Data Protection Act of 2009. As an organisation which collects and stores information about its members, both electronically and manually, Sutton Park Probus Club has reviewed its existing policy in accordance with the new regulations.

The policy sets out the requirements that the Club must fulfill to gather information about its members. The policy details how data will be gathered, stored and managed in line with GDP Regulations. The policy is reviewed regularly to ensure that the Club is compliant. The policy should be read in tandem with the Club's Privacy Policy.

The Data Protection Policy is to ensure that the Club:

- Complies with data protection law and follows good practice.
- Protects the rights of members and their partners.
- Is open about how it stores and processes members' personal information.
- Protects itself and its members against the risks of a data breach.

The General Data Protection Regulations identify a number of principles with which the Club must comply.

Firstly, that the data is fairly and lawfully processed. Club members are made aware that information is kept and understand the purpose behind its use. The processing of data is carried out for the necessary management of the Club, for communicating with members about their involvement in the Club and the events the Club organizes.

Personal data is adequate, relevant and limited to what is necessary. The Club will only record information which provides sufficient detail to enable contact in case of illness, emergency or confirming attendance at meetings or visits. Personal information collected is set out in the Club's Privacy Policy (see Appendix A). Access to data covered in this policy will be limited to those who need to contact members or provide a service to them, such as the Social Secretary and Membership and Welfare Committee members..

Personal data initially gathered in Application Forms is updated annually in the Members' Handbook and the Club records.

Contents of the Members' Handbook are confidential to members of the Club and this is clearly stated in the front cover of the Handbook. Information cannot be passed on to a third party without the prior consent of the individual(s) concerned, or in the case of Sutton Park Probus Club data, with the approval of the Club President and Secretary. In situations where information is passed to outside agencies e.g. travel agents or printers, the Club will ensure that the companies are GDPR compliant.

The Policy strengthens the requirement to obtain consent from members to hold their data by establishing a clear and affirmative procedure for signifying explicit agreement. Existing members and new applicants are required to provide written consent and are made aware of the purposes for which the information will be used. By completion of the Consent Form (Appendix B) members agree to their details being published in the Members' Handbook.

The Club endeavours to keep all personal information secure, ensuring sensible precautions are in place. Personal data is stored on computer which is password protected with internet and malware security operating on all devices. Back up measures are in place in the event of technical failure, accidental loss or theft.

Personal data will only be retained for as long as it is required for managing the Club's affairs. In situations where membership is terminated, only the member's name and dates of joining and leaving will be retained for the Club's archives. All other personal data will be erased.

Members can request access to the information the Club holds on them by contacting the Club Secretary. A record will be kept of the date of request and the date of response.

Members have the right:-

- (a) to have their personal data corrected if it is inaccurate and,
- (b) for the information to be erased without delay, except in a Club Handbook which has already been published.

Where a data breach has occurred, action will be taken to minimize the harm. The Club will seek to rectify the cause of the breach as soon as possible and will contact the Information Commissioner's Office within 72 hours of the breach being reported to the Club.

If a member contacts the Club feeling that there has been a breach, written evidence must be produced detailing his concern. The member will be informed that he can report his concerns to the Information Commissioner's Office. Breach matters will be investigated fully, records will be kept and all involved notified of the outcome.

Policy Review Date:

Issued 25th May, 2018

Appendix A Club Privacy Policy
Appendix B Data Protection Consent Form

John Eburah
Honorary Secretary
October 2026