

Seacroft Wheelers' Data Protection Policy

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:

Ensuring that we are open and transparent about the information we hold and comply with the Data Protection Act 1998 and the EU General Data Protection Regulations and the principles contained within them.

The act and regulations have eight data protection principles:

Data protection principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998 and the EU General Data Protection Regulations
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

Specifically

In relation to the principles above:

1 We will only hold information necessary to administer the membership of the club. The lawful purpose is one of contract and legitimate interest as we require the information collected for the purpose of maintaining the membership and operation of the club and fulfilling our legal requirements. Furthermore, we will not collect any information not required for these purposes. (Principle 1,2,3)

2 The information is obtained from the membership application form on joining the club and will be updated whenever a member provides new information. Reminders to update any information will be sent with notices of membership renewal (Principle 4)

3 The information will be kept for a maximum of five years after a member ceases membership. (Principle 5)

4 Individual members have the right to see the information held on them and to object to the way it is used, and a right to claim compensation for damages caused by a breach of the act. (Principle 6)

5 The information will not be passed on to any other organisation unless lawfully required. Only the membership secretary, the chair and general secretary will have ordinary access to the full information. Names and email addresses only will be made available to other committee members on the basis of their need to carry out their duties to the club. The membership secretary will be the point of contact for data protection issues. Information will be held in electronic format and pass-worded. The file will either be held securely in the cloud or there will be two copies held in different locations. The committee will have oversight of data protection compliance and will review the terms and operation of this policy every two years. (Principle 7,8)

Privacy Statement

Seacroft Wheelers take your privacy seriously and will only use your personal information to administer your membership and to provide the products and services you have requested from us.

Agreed by the Committee: 14 February 2018
Review date: February 2020