# **BS&RC NOTES ON PERSONAL DATA PRIVACY**

The Berkhamsted Strathspey and Reel Club is committed to protecting the privacy of your personal details. A new law – the General Data protection regulation (GDPR) comes in to effect on 25<sup>th</sup> May 2018 and affects the way in which organizations collect, use and store information.

Here is some information regarding how we deal with personal information.

# HOW WE COLLECT AND HOLD INFORMATION

Information is collected by the Membership Secretary by means of membership application forms and is then converted and held in secure electronic data files. This information comprises name, address, telephone number and email address.

# WHO WE SHARE INFORMATION WITH

The information that you give us is not shared with any 3<sup>rd</sup> party organizations.

### HOW WE USE INFORMATION

The information that we hold is used for the purposes of processing club membership, sending out club newsletters and contacting you with information about the club issues and events.

If you grant us permission on your membership application form we will show your contact details on the Members' page of the club website – an area that can only be accessed by club members.

### HOW WE KEEP INFORMATION SECURE

We use generally accepted standards of technology and security in order to protect personal data from loss, misuse or unauthorized alteration or destruction. Your personal information is stored on an encrypted device that has the latest security software installed.

### HOW LONG DO WE KEEP INFORMATION

We will hold your personal data on our system for as long as you are a member of the club and for as long afterwards as it is in the club's legitimate interest to do so.

### **YOUR RIGHTS**

You have the right to be provided with information about how your personal data is processed and to ask for a copy of the information held by us in our records. You also have the right to require us to correct, update or delete your information at any time.