

# ***PETWORTH & BOGNOR ANGLING CLUB***



## **General Data Protection Regulations – GDPR**

These regulations come into force on 25<sup>th</sup> May 2018.

Our Statement and Policy with regard to these regulations

As an organisation that has chosen to hold personal data we have a legal responsibility to treat the data with respect and to hold the data securely.

Personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate and relevant and limited to what is necessary
- Adequate and where necessary up to date
- Not kept in a way that people can be identified from it for longer than is necessary
- Processed in a way that ensures appropriate security

**What personal data do we hold, how, why and where do we hold it and how long do we hold it for:**

- Membership Forms – these are held as hard copies and are currently held by the Assistant to the Treasurer.

The fully completed membership form holds the following information;

- a. Members name
- b. Members address
- c. Members birth date
- d. Members telephone number
- e. Members e-mail address
- f. Membership number
- g. Type of membership
- h. Members disabled number (if appropriate)
- i. Members photograph
- j. How paid (cash or cheque) – note: no bank details are held

Membership forms form the basis for preparing the clubs accounts and need to be made available to the club auditor if requested. They also serve as a double check for members details at the time that memberships are renewed.

Membership forms are held for two years after which time they are destroyed by shredding and then through the domestic waste system.

- Membership Database – This is held on computer as a 'Microsoft Access®' database by the Secretary the computer is protected by 'Norton 360®'.

The database holds the following information;

- a. Members name
- b. Members address
- c. Members birth date
- d. Members telephone number
- e. Members e-mail address
- f. Membership number

**President:** Mr N Thomas    **Chairman:** Mr R Poole

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- g. Type of membership
- h. Members photograph
- i. How paid – note: no bank details are held
- j. Where joined
- k. Year of joining

Details are held in the database for four years after an individual ceased to be a member, at which point they are deleted from the database.

We hold information in our database for this period of time because we often find that memberships lapse for periods of time and then members come back to the club. We have found that four years is the optimum period for identifying lapsed member details.

- Membership e-mail contact list – This is held on computer in ‘Microsoft Outlook®’ by the Secretary (S. Simmonds) the computer is protected by ‘Norton 360®’.  
This holds the following information
  - a. Members name
  - b. Members e-mail address
  - c. Members photograph

This system forms the basis for electronic communication with members and anglers. We find that continuing to supply information about the club to lapsed members can stimulate them to rejoin. With each e-mail that is sent via this system an ‘opt out’ option is supplied. All persons that choose this ‘opt out’ are immediately deleted from the system.

Details are held in this format for four years after an individual ceased to be a member at which point they are deleted from the system.

- Member payment details – These are held on computer in ‘Microsoft Excel®’ by the Assistant to the Treasurer the computer is protected by ‘Norton 360®’.  
This holds the following information
  - a. Members name
  - b. Membership number
  - c. How paid (cash or cheque) – note: no bank details are held

These details form the basis for our accountancy systems and are held in compliance with HMRC requirements for running a company. Details are held in this format for seven years after which they are deleted from the system.

## Information about why each specific piece of information is held in our systems

Members name	To enable us to address the member correctly.
Members address	To enable us to contact the member by post for the purpose of sending them an annual application form. We have also upon occasion because of a serious incident within the club had to contact all existing members.
Members birth date	To enable us to ensure that the member applies for the right category of membership.
Members telephone number	To enable us to quickly contact our members
Members e-mail address	To enable us to contact our members and lapsed members electronically. We send regular e-mails to our contact list informing them of upcoming events, general information about angling and the important club information
Membership number	For administrative purposes and to allow easy identification of a member

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Type of membership	We have various categories of membership which attract different price points. We need to ensure that the member is in the correct category. We also occasionally target information to specific categories of membership.
Members disabled number	To ensure the member is entitled to club benefits associated with their disabled status.
Members Photograph	Members are supplied with a photographic identity card. We retain a copy of the photograph in our records so the member can be positively identified by our bailiff team. We are also investigating the future possibility of issuing membership cards electronically.
How paid	For club accounting purposes. This aids reconciliation of monies received. No bank details are requested or held.

## Disclosure

We will never disclose the information held in our databases to any outside organisation. The information is held strictly for club use and distribution of the data within the management of the club is restricted to a need to know basis.

## Informing members of the data held and member's agreement that we hold this data. 2018

We will publish this document on our website and make those members who have e-mail access aware of the document and request that any members who have objections should contact us and we will address these objections – these actions will be recorded.

All persons that opt out of our e-mailing list will be immediately removed and a note will be made on their database entry to record that they have opted out.

## 2019 and beyond

From 2019 we will produce a précised list of the data that is held and this will be included on the membership form and we will ask members to sign that they agree to us holding the data or comment upon their data that we hold. We will respect all people's desires with respect to their data that we hold.

For and on behalf of Petworth & Bognor Angling Club

Roger Poole  
Chairman

Stephen P Simmonds  
Secretary