



THE PROBUS CLUB OF DEVIZES

DATA PROTECTION POLICY

1. POLICY STATEMENT

- 1.1. Everyone has rights concerning the way in which their personal data is handled. The Probus Club of Devizes collects, stores and processes personal data about our members and recognises that the correct and lawful treatment of this data will maintain confidence in our organisation and help ensure that we discharge our legal obligations appropriately.
- 1.2. As data users the Club's Officers, Committee and Members are obliged to comply with this policy when processing personal data on the Club's behalf.

2. DATA PROTECTION PRINCIPLES

- 2.1. Anyone processing personal data must comply with the eight enforceable principles set out in the Act. These provide that personal data must be:
 - Processed fairly and lawfully.
 - Processed for limited purposes and in an appropriate way.
 - Adequate, relevant and not excessive for the purpose.
 - Accurate.
 - Not kept longer than necessary for the purpose.
 - Processed in line with data subjects' rights.
 - Secure.
 - Not transferred to people or organisations situated in countries without adequate protection.

3. DATA PROTECTION COMPLIANCE

- 3.1. The Data Protection Compliance Officer for the Probus Club of Devizes shall be the currently elected Secretary.

4. DATA SUBJECTS

- 4.1. The Club processes data relating to Club Officers, Committee Members and all Active and Inactive Members (i.e. those that have expressed a wish to remain as members, but have opted to transfer to the Inactive List for reasons that prevent them from regularly attending meetings).
- 4.2. We also process data relating to the widows, widowers and partners of deceased members.

5. DATA

- 5.1. Data is held under written authority signed at the time of applying for membership or at any later stage.

5.2. The data held for our data subjects may include:

- Date of joining
- Full Name
- Familiar Name
- Date of Birth
- Profession
- Full postal address
- Telephone Numbers
- Email addresses
- Name of spouse/partner

5.3. The data will be reviewed regularly and kept updated.

5.4. The data will be used by the Probus Club of Devizes for purposes only in connection with the running of the club, which includes communicating by post, telephone and email. It will never be disclosed for marketing purposes.

5.5. The data will be stored

5.5.1. on a computer and/or a removable data storage device and/or

5.5.2. in a ledger, and/or

5.5.3. on Application Forms and Membership Data Update forms.

5.6. The data may be provided to Committee Members and other members by email or telephone when it is needed to facilitate the running of the club and provide the benefits of membership.

5.7. The Committee may produce at regular intervals a Membership Directory, available only to members, in which this information will be published.

5.8. Members can apply to have their details removed from our stored records within 28 days by making a written request to the Secretary, but not from a published club Membership Directory.

6. DESTRUCTION OF DATA

6.1. Electronic and paper data will be securely deleted/destroyed as soon as:

6.1.1. the member dies or resigns, or

6.1.2. when it is no longer current or relevant or has otherwise served its purpose.