

Fressingfield Oily Rag Club

GENERAL DATA PROTECTION REGULATIONS (2018) POLICY

INTRODUCTION

This policy is prepared to comply with the requirements of the General Data Protection Regulations (2018) (GDPR). It is an indication on how FORC implements the requirements of members' data in order to fulfil the Committee's legitimate general management and membership purposes of the Group.

DATA CONTROLLER

A Data Controller will be appointed by the Committee. The Data Controller will collate and hold the master database of all members. This will include names, addresses, phone numbers and email address details. The member's application form will include a GDPR paragraph and a Yes/No tick box for applicants to positively opt in and agree to the requirements. From this master database, information relevant to committee member's duties will be cascaded as required. No FORC member details will be forwarded to outside parties (save those parties listed below) unless that member has given specific permission in writing.

DATA AUDIT

DATA CONTROLLER (DC)

This role will be undertaken by the Web Site Manager, who from the member's application form, will hold all relevant members' names, addresses, mobile and landline phone numbers, email addresses on an electronic database. All group members' details will emanate from this master database.

HONORARY SECRETARY

Will hold a copy of all members' details and any multiple member correspondence will be sent via blind copy (BCC) emails. All members' correspondence will be distributed by the Honorary Secretary normally using Mailchimp as outlined below

HONORARY TREASURER

Will hold details of all financial matters relating to members only while that payment is processed, this information will not be released to any party.

COMMITTEE MEMBERS

Will receive an electronic copy of Members' names, addresses, phone numbers and email addresses on a need to know basis.

EXTERNAL INTERESTED PARTIES

The Web Site Manager will forward details of membership to the following parties, for the purpose of email distribution of Newsletters and general Club information.

MailChimp – our selected mail distribution platform who seeks the recipient's explicit permission before including them on our electronic email distribution list.

Personal information is not given or shared to third parties except when handling booking transactions where specifically requested the event booking forms. This is normally completed by the member as part of the booking process.

INDIVIDUALS' RIGHTS

Members will have the right to; be informed, have access, rectification, erasure, restrict processing, data portability, object and not be subject to automated decision-making including profiling

DATA RETENTION

All electronic data will be kept for a maximum of 1 month after an individual ceases to be member.

- All personal data is held securely on FORC servers.
- Personal data is never sold or otherwise given away to anyone else
 - All data given is required to carry out a booking transaction and so if this is felt to be inappropriate then bookings cannot be taken online.
- If anyone wants to make GDPR requests for further information or correction they can do so by emailing trevor.allchin@btopenworld.com .
- If members wish to see a copy of the information that FORC hold on them they need to email the above address giving verifiable contact details (which may need to be confirmed) for FORC to then send them copies of the information that is held about them.

DATA BREACHES

It is incumbent for all Committee Members to detect and report any alleged data breaches and for the committee to investigate and report on any such incidents as required under the act.