

Dolphin Model Boat Club (DMBC)

Policy re:General Data Protection Requirements (GDPR)

GDPR: Effective from 25 May 2018, replacing the Data Protection Act (DPA). The DMBC policy for compliance to GDPR with regard to personal data supplied by members is as follows:

1. Personal data required by DMBC will be restricted to that mandated on the Membership Form: This being:
 - Name
 - Address
 - Tel.No.
 - Email Address

2. Data will be retained for the Membership Year (Jan 1 to Dec 31) + 12 months. After this period, the personal data for any members that have failed to renew their membership will be permanently deleted. This includes any data stored electronically e.g. on a spreadsheet document.

3. Where a member utilises the For Sale section of the DMBC website, any personal data supplied by that member e.g. phone number is done so at their own risk.

4. Access to members' personal data will be restricted to those defined within "Club Officials" on the DMBC website, plus the individual member that supplied the data.

5. Should DMBC be required by law (e.g. the police) to provide a member's personal data, the member will be notified of this action.

6. Members will need to annotate the Membership Form to confirm acceptance of this policy document.

6.1. In addition, anyone under the age of 16 and applying for `Junior Membership' will need to supply consent from a person holding "parental responsibility".

7. Attendance Sheets, which members are required to complete when attending meetings at the pond, will be retained until the end of the Membership Year and then destroyed.

David Marks

17 October 2018