

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. At the end of this period DMBC will contact those with a lapsed membership to establish if they wish to retain contact with DMBC by receiving DMBC information via emails.
 - Where a person with lapsed membership wishes to remain in contact with DMBC, they will be identified as a Dormant Member and their personal data retained for an indefinite period, until the person makes contact with DMBC to sever contact **or** re-joins as a member.
 - Where a lapsed member wishes to sever contact with DMBC **or** they cannot be contacted, then their personal data 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

4 October 2019

Amendment Record

Issue No.	Issue Date	Comment
1.	17 Oct 2018	Initial Issue
2.	4 Oct 2019	Para 2 amended to include "lapsed membership"