



Springwood Sun Club

Club members GDPR checklist

As you are aware we have recently reviewed all our policies and procedures concerning the personal data we are holding about you. Having concluded this review, we are writing to make you aware of the data we have and to explain a little more about it.

We have the following data:

Data being held.	<i>Why are we holding it? GDPR 'lawful basis.'</i>	How do we keep it secure?	<i>What will we do with it when you leave?</i>
Your completed application forms.	<i>Evidence of application and acceptance of membership.</i>	Locked in a secured cabinet. Files accessed by the Chairperson, Secretary, Treasurer and Membership Secretary. In the absence of a Membership Secretary a competent club member(s) shall be appointed by the Committee to carry out the role until the following AGM. (August 2018)	<i>The information will be destroyed 3 years after the end of your membership.</i>
Membership application photo.	<i>Evidence of application and acceptance of Provisional membership. (June 2020)</i>	Attached to the application form at the end of the provisional membership period with agreement of the committee. Locked in a secured cabinet and files accessed by the Chairperson, Secretary, Treasurer and Membership Secretary. In the absence of a Membership Secretary a competent club member(s) shall be appointed by the Committee to carry out the role until the following AGM. (June 2020)	<i>The information will be destroyed 6 months after the end of your membership.</i>
Name, address, date of birth, contact numbers, including emergency contact details. (Members and visitors) (March 2019)	<i>To contact you via post if you have chosen this option and to assist you if you are unwell or have an accident at Springwood Sun Club.</i>	Stored on an Excel type file, on a recognised cloud -based server, which is password protected. All files are accessed by the Chairperson, Secretary, Treasurer. The Minute Secretary has access to names only (June 2021).	<i>Deleted after your membership ends. Visitors - Deleted at the end of each summer season. (March 2019)</i>

Informed Consent form. (All visitors) (June 2020)	To inform you of potential hazards within the club grounds. (June 2020)	Visitors - Locked in a secured cabinet. Files accessed by the Chairperson, Secretary, Treasurer and Membership Secretary. If a visitor then becomes a club member – attached to the application form after the acceptance of your membership and locked in a secured cabinet. Files accessed by the Chairperson, Secretary, Treasurer and Membership Secretary. In the absence of a Membership Secretary a competent club member(s) shall be appointed by the Committee to carry out the role until the following AGM. (June 2020)	Visitors - Deleted at the end of each summer season. Members – Deleted after your membership ends. (June 2020)
Email address. (Members and visitors) (March 2019)	<i>To contact you with regular information about the club, i.e. newsletters, Social and Sporting events.</i>	Stored on an Excel type file, on a recognised cloud-based server, which is password protected. Files are accessed by all committee members (June 2021).	<i>Deleted after your membership ends. Visitors - Deleted at the end of each summer season. (March 2019)</i>
Names and email addresses, potentially phone numbers (members) (June 2020)	To contact you with regular information about the club i.e. newsletters, Social and Sporting events. (June 2020)	Stored by our website provider Go daddy. Account password protected, accessible by the committee for the purpose of composing and sending emailed communication. Phone numbers are added explicitly by members who wish to do so. (June 2020)	Deleted after membership ends. Deleted upon specific member request to opt out of the mailing list. (June 2020)
Bank account details.	<i>To reimburse you financially using Bacs.</i>	Members bank data is stored on the Santander banking system and is password protected by the bank. Accessed by the Treasurer, Secretary and Chairperson as required. (June 2020)	<i>Deleted after your membership ends.</i>
Signing in book – (Members and visitors)	<i>To record who is on site in the event of an emergency, i.e. Fire.</i>	Locked in the clubhouse when there are no members or visitors on site. All members have access to the information recorded.	<i>Archived in a locked and secure cabinet when full.</i>

Camping tick sheet.	<i>To record the amount of nights per season per chalet owner, as stated in our Constitution and rules.</i>	Locked in the clubhouse when there are no members or visitors on site. All members have access to the information recorded. The sheet is filed in a locked and secure cabinet when complete, which is accessed by the Chairperson, Secretary and Treasurer. Digital copy stored on a recognized cloud-based server, which is password protected and accessed by the Chairperson, Secretary and Treasurer (2021).	<i>Destroyed after 5 years (2021).</i>
Chalet contact details.	<i>To have up to date contact details in the event of a chalet owners death.</i>	Attached to the application form and locked in a secured cabinet. Files accessed by the Chairperson, Secretary and Treasurer.	<i>Destroyed upon the sale of the chalet.</i>
Photographs – (Including digital copies.)	<i>To record events at the club.</i>	Locked in the clubhouse when there are no members or visitors on site. All members and visitors have access to the current album. Digital photographs are currently stored on a cloud based the OneDrive. They are also backed up on an encrypted, password protected hard drive and locked in a secured cabinet. Photographs are deleted from the club camera SD cards after downloading to the committee Laptop. These files are accessed by all committee members (2021). Website and social media photographs are stored on a cloud-based hosting environment provided by Go Daddy and Facebook (July 2019).	<i>Archived in a locked and secure cabinet when an album is full.</i>
CCTV – (Located at site entrance) (January 2019)	<i>To record any activity around the site entrance.</i>	Any copies taken from the 14 day, rolling recording are stored on an encrypted, password protected flashdrive. Files are accessed by members of the committee.	<i>Any copies will be kept on file if legally required to do so, for example by law or by a court.</i>

Accident book.	<i>To record accidents on site and for future reference.</i>	Stored in the First Aid box which is locked in the clubhouse when there are no members or visitors on site. Accessed by the First Aiders on site and by club members or visitors when dealing with an accident in the absence of a First Aider.	<i>3 years from the date that the last recorded entry is created or 3 years after the injured parties 18th birthday.</i>
Safeguarding records. (October 2018)	<i>To record incidents on site and report to LADO (Local Authority Designated Officer) when necessary.</i>	Stored in a locked filing box and accessed by the Trustees. The locked filing box is stored in a locked and secured cabinet which is accessed by the Chairperson, Secretary and Treasurer.	<i>Kept until the recorded party is aged 25 years.</i>
Training/qualification Certificates.	<i>To ensure that you hold the appropriate qualification for the role, i.e. First Aid.</i>	Locked in a secured cabinet. Files accessed by the Chairperson, Secretary, Treasurer and Health and Safety Officer. (March 2019)	<i>Destroyed when they expire, when you leave the role or when your membership ends.</i>

If you would like to access your personal data, then you may request it from us. Under the GDPR we are obliged to provide you with a copy of your data within one month of the receipt of the request. Further details regarding subject access requests can be found at this website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/> If you feel we have not met our GDPR obligations you have the right to complain to the ICO, they can be contacted from this website: <https://ico.org.uk/for-the-public/raising-concerns/>