

DARENT VALLEY



TROUT FISHERS

Flyfishing Club

Personal Data Policy

Your Personal Data

This is data that can be used to identify you such as your name, email address and telephone number. Some of this data is held digitally and some as hard copy.

How do we collect and use this data?

We collect this data primarily from membership application and renewal forms and we update it when you inform us of changes. We use the data solely for the administration of the Club and will not disclose this to a third party without your express permission.

Where do we store data and who has access to it?

- Membership Application forms submitted by prospective members and Membership Renewal forms submitted by existing members are held in a secure environment by the Administration Secretary or the Treasurer.
- An electronic database populated with members names and contact details and related records such as date of joining, working party attendances, payment history etc. is held on a shared spreadsheet. Access to this is restricted to members of the Committee on a "need to know" basis. This database includes those whose membership has been suspended for a period due to ill health. Details of members who have resigned are deleted as soon as their resignation has taken effect and payment has been received for any outstanding sums owing to the Club.
- Various documents and spreadsheets containing members' names are held either in hard copy or electronic format by the Administration Secretary, the River Manager and the Treasurer to assist them in performing their duties on behalf of the Club. These are retained in a secure environment and are destroyed or deleted when no longer needed.
- Monthly and annual bank statements are issued by the Club's bankers. In instances where payment has been made by credit transfer either to or from a member, the transaction identifies the members' name and the date of the transaction. The Chairman, the River Manager and the Treasurer have access to these electronically via the bank's website and the Treasurer retains hard copies of monthly and annual statements which are held in a secure environment.
- The Club arranges for the annual accounts to be independently examined and the person undertaking the examination (the examiner) has access to records to the extent necessary to complete the task.

Darent Valley Trout Fishers Limited

Registered office: 3, Topcliffe Drive, Orpington, England, BR6 7DP, UK

Place of Registration: England. Registration Number: 08393711

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The examiner is required to destroy electronic copies of documents and to return to a Club official any hard copy documents provided to him/her on completion of the examination.

Date of last review: 15th February 2023