

This policy applies to the activities of Buxton & District Land Rover Club.

Club, hereby known as 'BAD' The policy sets out the requirement that BAD must gather personal data for membership purposes under the Companies Act 2006. (Under this act it is a requirement that the name and address of a former member is retained for three years after they cease to be a member).

1. The policy details how personal data will be stored and managed in line with data protection principles and the General Data Protection Regulation (GDPR). The policy is reviewed on an ongoing basis by the BAD Committee to ensure that the club is compliant under the regulations.

2. BAD have determined that the lawful basis for holding and processing data on personal members is a legitimate interest for administration of club business.

3. The BAD Committee comprising of the Chairman, Club Secretary, Treasurer and Competition Secretary, are the Data Controllers, with the contact being the current Chairman.

4. The forms used to request personal information will contain a privacy notice informing members as to why the information is being requested and what the information will be used for. The Committee will seek to ensure that personal member information is not used inappropriately, and to this end will appoint a Data Processor. This will be the current Club Chairman, who's details are on the club website (www.Badlrc.co.uk)

5. Appropriate use of information provided by members will include:

a. Communication with members about the club's events and activities.

b. Communication with members about their membership and any specific issues associated with their membership.

6. Members will be asked to provide information that is relevant for membership purposes which will include:

a. Name, postal address, email address, telephone number, date of birth and emergency contact details.

b. BAD have a responsibility to ensure members information is kept up to date. Members will be asked to let the club know if any of their information changes.

7. The BAD Committee is responsible for ensuring that the club remains compliant with data protection requirements

and shall ensure that new members joining the Committee receive an induction into how data protection is managed within the club. The BAD Committee will review what data is held, data protection and who has access to information on a regular basis.

8. The BAD Committee has assessed that the data held on members is readily available from many sources, and therefore the harm that could be caused to any individual by loss or theft of the data held by BAD is insignificant.

The BAD Committee have a responsibility to ensure that the data is both securely held and processed. In this consideration the following will apply:

a. BAD would only grant access of personal data of members to those on the Committee who need to communicate with members.

b. BAD would use password protection on electronic devices that contain or access personal information.

PRIVACY NOTICE

The following statement will be included on club membership applications and renewals:

1. Buxton & District Land Rover Club can be contacted by post addressed to 40, Bren Way, Hilton, Derby, Derbyshire, DE65 5HP. BAD LRC has a legitimate interest in using the personal data you give to them on this form for communicating with you on matters relating to the club activities.

2. Your personal data will not be transferred to any other person or organisation and will be deleted from the club records in line with the Companies Act 2006. You have the right to request from the club access to and rectification of your personal data. If you feel that your personal data has been misused, you have the right to complain to the Information Commissioners Office.

Below is a table of what personal data Buxton & District LRC have, the retention period and who has access to the data.

DATA TYPE	SOURCE of DATA	HELD BY	FORMAT	RETENTION PERIOD
Membership Form	Website (Paypal) and paper	Membership secretary (MS)	Paper and Spreadsheet	3 Years from date of membership resignation.
Membership List	Website and paper	Membership Secretary & Chairman	Spreadsheet	3 Years from date of membership resignation.
Website (electronic)	Events, Committee meeting minutes, Committee members, Directors	1&1 website provider	Championship & Event results, Committee Minutes List of Committee & Directors.	Rolling 12 months results & Minutes. Committee members & Directors while in post.
Paypal notifications	Website	Treasurer for accounts	Paper	3 years for Co. House and Tax
Directors information	Directors	Treasurer and Companies House	Paper and electronic	3 years for Co. House
Emergency contact details for existing members	Members	Membership Secretary, Chairman, Clerk of Course at an event	Paper and Spreadsheet	3 Years under Company's Act 2006
List of emergency contact details for CoC	Paper at Event	Clerk of Course at an event	Paper	Rolling 12 months.
Event Sign – on sheets	Events	Treasure	Paper	3 Years as per MSA guidance
Accident Book	Events	Chairman	Paper	3 Years under Company's Act 2006