



Ashtead and Leatherhead Probud – Data Protection Policy

Effective May 25th 2018, data protection laws were tightened.

Despite our modest size and scope, these new laws apply to us. Your committee has reviewed those of its practices that might be impacted and have adopted the following policy:

1. The collection of certain personal information about members of any club is essential for the smooth running of the relationship between that club and its members. Thus, Ashtead and Leatherhead Probud needs members' names and addresses to record the fact of their membership. We need their names to compile the attendance register, their email addresses to distribute news items and other communications, and their phone numbers for those times when personal contact is the most appropriate. Whilst the management of such information constitutes "processing", the formal consent of members to that necessary processing is not required under law. In this respect the law reflects basic common sense.
2. However, circulation of the Membership Directory, whilst legitimate and desirable, is not essential. Thus, compiling and circulating the Membership Directory is considered to fall outside the exemption from obtaining explicit consent. Accordingly, we will, on a member first joining the Club and on renewals thereafter, seek members' written consent, for so long as they remain a member, to the inclusion of their details in future Directories.

3. As has been the case for many years, the use, storage and destruction by the Club of members' information is strictly regulated, whether or not consent to processing is required.

Accordingly, such information:

- will be used only for the purposes of managing the Club's affairs and for no other purpose
- will be kept confidential and processed only by those members who have a legitimate reason for doing so. The Chairman, Secretary, Membership Secretary and Treasurer are obvious examples but there will be occasion when others, the Visits Secretary for example, have such a reason
- will be appropriately secured, whether in hard copy or on computer, in ways designed to prevent access by third parties. Necessary exceptions to being always secure are the register taken at each meeting and any "sign up" registers used at meetings in regard to visits or events
- will never be shared with or supplied to third parties without consent. Committee members, however, are required to consent to being identified on our website. Ordinary members are not identified, although if they have given explicit consent, a photo which includes images of them may be included on our website
- will be destroyed within a reasonable time of a member ceasing to be a member or withdrawing their consent to being included in the Directory. Given that we operate on the basis of annual membership, and publish the Directory only once a year, complete destruction of information may take some months
- if financial, will be kept for 6 years and if relating to any insurance claim, will be retained for such reasonable

period as the Committee deems appropriate for the resolution of the claim.

4. Our current method of communication is email. It is open to a member at any time to nominate a different method (eg post), so long as it is a reasonable one bearing in mind the structure and limited resources of the Club.
5. For members bringing guests to Club meetings, going on visits or participating in other events, additional considerations may apply and the requirements for consent to our holding records and processing information may be less clear. Clearly, we need to record the names of guests (for seating plans) and we need to have open lists of members travelling on coaches or buying tickets. However, we may invite members, for reasons of health and safety, to provide us with contact telephone numbers or to share details of any essential medication they may need to take if falling ill on a visit. We will, both on a member first joining the Club and on renewals thereafter, seek written consent to the processing of such information volunteered by members participating in events and visits. The principles set out in 3 above would, of course, apply.

Adopted January 2022