

# SIDMOUTH CRICKET, TENNIS & CROQUET CLUB

The Pavilion, Fortfield Terrace, Sidmouth, Devon, EX10 8NT

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## Privacy of Personal Information Policy

In accordance with the guidance issued by the Information Commissioner's Office, Sidmouth Cricket, Tennis & Croquet Club will adhere to the principles of the General Data Protection Regulation (GDPR) and ensure best practice for managing all Members' Personal Information (PI) effective May 2018. This PI policy builds on what we already do today; that is to give Members' PI the respect and security it deserves.

All Club members agree to comply with the clauses given below.

- The Section Membership Secretaries will maintain a register of Members of their own sections who agree to their personal information being held by the Club for internal communications purposes.
- This policy must be agreed annually at the Club Annual General Meeting and any changes reviewed and agreed at that meeting. It must also, at all times, accord with the GDPR.
- This policy applies to Members' PI stored on a computer hard disc, a remote data storage device or as printed matter held by Membership Section Secretaries and the Club Honorary Secretary.
- PI, in this context, includes all data that can be attributed to a person and includes, but is not limited to, name, name of partner, address, date of birth, email address and telephone numbers.
- PI used within the Club will be limited to the minimum necessary to administer the Club membership, Club accounts, functions and visits organised by the Club. All Members have the right to cancel their consent to the holding of data by the Club. When a Member ceases to be a member of the Club, their details are to be deleted from the appropriate databases.
- PI held for the administration of the Club must be held on a password-protected computer. Back-up copies of data stored on remote data storage devices must also be password protected. Printed PI must be stored securely if held within the confines of a Club Member's house or the Clubhouse.
- Files containing PI must be password-protected if distributed by email. A duty of care will be expected when printed PI is carried from a Member's home to another place.
- PI must be deleted from any computer or remote data storage devices after it has been used. Printed matter containing PI must be destroyed by shredding as soon as possible after it has been used.
- PI will not, under any circumstances, be used for profit either by the Club, a Club Member or through any outside Club, agency or any company.