



## **Data Protection Statement**

**Date: 2 May 2018**

**Revision: 1**

### **Data requirements:**

The Club requires data to ensure club memberships are accurate and to contact its members with information.

### **What data The Club gathers:**

We request; Name, Address, phone number and email address. Phone Number and Email address are both optional.

### **Why do we require this data:**

The Club creates membership cards that are linked to your name and address to ensure only club members fish the clubs waters. Phone numbers and email addresses allow the club to contact you with information, and are given entirely optionally.

### **Where do we store your data:**

The Club membership is stored in a secure Google Cloud environment which is only accessible by Committee members (the chairman and vice chairman) and also on the back end of the website hosted by Wix.com. Both of these companies adhere to very strict data protection requirements and their systems are accessed by Club officers with secure passwords.

### **How we gather data:**

Your data is added to a secure spreadsheet when you join the club. This happens via secure web browser form which is handled by staff at PaperKlip. These staff only have access to your data when they are typing it in; they cannot access the data once it is sent via the form.

### **What we use your data for:**

We use your data for:

- Creating membership cards
- Showing last years membership on the membership form, to speed up data input for last years members
- Emailing club information about special work parties, club AGM, important club matters
- Financial reports for running the club accounts.

- Your name and address will be on your membership card to allow bailiffs to check membership.

**Do we sell your data:**

We DO NOT sell or allow any third party to access your data in any way shape or form.

**How long do we keep your data:**

The Club will store your data for TWO years on the membership system. This allows us to use your data from your previous years membership to create your new membership quicker and to have a current members list that is “live” data.

On the website, if you have contacted the club via email, then your email address will be stored in the system for as long as you wish. You can unsubscribe from this system at any time by using the contact form on the website.

**GDPR Officer:** Neil Jary