

BILLERICAY & DISTRICT ANGLING CLUB (BDAC)

General Data Protection Regulations (GDPR)

GDPR come into force on 25th May 2018

The Club's PRIVACY STATEMENT in regard to the GDPR

Under the terms of GDPR, the club has been required to choose a lawful basis for holding personal data. In our case, we have chosen the basis of **legitimate interests**. This has a minimal privacy impact, such as contacting a member about their annual renewal.

To summarise, the Club must:-

Process data provided by members lawfully and fairly, and for limited purposes.

Keep data up to date, and remove personal data when a member is known to have relinquished their membership.

Maintain strict procedures to provide confidentiality of personal data, within a small number of Club officers who need access to it.

The personal data we hold on an individual member is provided by that person on joining, and consists of:-

1. Member's full name
2. Member's date of birth, to ensure correct class of membership
3. Member's address
4. Member's telephone contact number(s) (for potentially emergency situations)
5. Member's email address
6. Member's class of membership and amount paid, this includes whether the member suffers from a disability.
7. Member's signature agreeing to abide by the Club's rules & bylaws.

The following may be included on the Member's individual record:-

1. The next renewal date
2. The payment method (no Bank details are noted or retained)
3. Member's position within the Club, e.g. Officer, Committee, Fishery Officer, Bailiff
4. Other affiliations purchased by or granted to the Member (Fishers Green, BSDAS)

The above is held as a mixture of digital and hard copy data.

SECURITY OF PERSONAL DATA

The Membership Secretary will process all membership applications, and enter data provided by the member on to the Club's membership database. This is only held by the Membership Secretary and the Honorary Treasurer, and is updated regularly. The database is password secured.

Around two months before the renewal due date, the Membership Secretary will print the next year's renewal forms, from the membership database, to enable the Newsletter Editor to post the renewal forms with the Club's annual newsletter.

The application forms will be shredded after the end of the membership year (31st March). Supporting paper documentary evidence of disability, which is sent with the application, is never retained, but sent back to the member with their membership documents. We confirm that BDAC does not use external data processors to handle the membership.

DISCLOSURE

BDAC will never provide or sell to other agencies personal details of its members. We will never respond to enquiries by third parties regarding any person's membership of this Club, either current or past.

RIGHT TO VIEW DATA

A member will have the right to view their personal data held on the Club's membership database, on application to the Club's Honorary Treasurer. A member will have the right to have their data restricted or corrected, and to receive a copy of their data free of charge.

RIGHT TO REMOVE DATA

A member will have the right to ask the Club to remove their personal data from the Club's membership database, once they have joined the Club. The result of this will be that they will not receive an invitation to renew their membership from the following April or receive the Club's annual newsletter.

If you wish to exercise any of the above rights or have any concerns in respect of your personal data, please contact:-

The Honorary Treasurer
Billericay & District Angling Club
PO Box 2046, Wickford, SS12 9YW

Further information on Data Protection in general can be obtained via the Information Commissioner at www.ico.org.uk