



## **Winterborne Valley Croquet Club - Data Protection Policy**

### **Introduction**

WVCC is committed to protecting the rights and privacy of our members. We need to collect and use certain types of personal data in order to administer the activities of the club. Our behaviour and procedures are governed by The Data Protection Act of 1998 (DPA) and General Data Protection Regulations (GDPR).

### **Principles**

We will:

- Only hold information about you which we need to administer and promote the activities of the club.
- Keep that information secure.
- Ensure the information is up-to-date based on what you have told us.
- Allow you to see the information we hold about you on request.
- Erase the information when you cease to be a member of the club for any reason.
- Not share your information with any other organisation or person without your permission save that as a member of WVCC you are an Associate Member of Winterborne Stickland Sports and Community Club (WSSCC) and your name (only) will be passed to them for their records.

### **Personal data held**

- The club holds personal data which you provide on your membership application form, renewal forms or otherwise change.
- This comprises: name, address, telephone number(s) and email address.
- If any of these details change, then please let the Membership Secretary know.

### **Use of personal data by WVCC**

- The personal data we hold is necessary for the efficient management of the club including: bookings, membership administration, matches and events.
- We will use it to send you information directly related to the club and its activities.
- We will not give your contact details to other members without your specific consent.
- We will not share your personal data with anyone else without your permission.

### **Security**

- The controller of members' personal data is the Membership Secretary.
- The Membership Secretary will maintain personal data on a computer system, secured by a password.
- It may be copied to committee members and their devices. They are personally and collectively responsible for holding and processing personal data in accordance with DPA and GDPR. i.e. held securely and not copied to unauthorised parties.
- We will erase your data when you cease to be a member and will request WSSCC to erase your data.

### **Your rights**

- You can request to see your personal data at any time and request to have it amended or deleted.
- You can also ask us to restrict how we use it.

**Please contact the Membership Secretary with any requests: [wvcroquet@gmail.com](mailto:wvcroquet@gmail.com)**