



# The PROBUS CLUB of REDDITCH



## DATA PROTECTION POLICY

1. The Probus Club of Redditch will hold members' personal information as contained on their original application form providing it has been signed by the member.
2. Data will only be used in connection with running the Club & Club activities. It will never be disclosed for marketing purposes.
3. Only the Club's Committee Members will be able to access members' full details although contact details & partners name will be included on a membership directory distributed to all members.
4. This policy applies to Ordinary Members, Country Members, Honorary Members, applicants for membership & the partners of deceased members.
5. The personal data held will include name, address, telephone numbers, email address.
6. The Club's Committee Members include the President, Vice President, Secretary, Treasurer, Speaker's & Outings Secretary, Social Secretary, Refectory Steward, Publicity & Welfare Officer and immediate Past-President.
7. A member resigning from the Club may request the Secretary in writing or by email that their data be deleted. All such data will be deleted within fifty days of receipt of the notice, but not from a previously published club directory.
8. Data in respect of a member not renewing membership of the Club will be retained for a year after their membership lapses. All such data will be deleted at the end of that year unless an earlier request is received by the Secretary in writing or by email that their data be deleted. In that case their data will be deleted within fifty days of receipt of the notice.
9. Data may be stored as hard copy, on a computer, on online storage (eg The Cloud) &/or on a memory stick.
10. Data may be provided to Committee Members and other members by email, hard copy or telephone when it is needed to facilitate the running of the club and provide the benefits of membership to members.
11. If a member believes there is a problem with the club's handling of their data, initially they may complain to the Club President. If unsatisfied with the response, they have the right to complain to the Information Commissioner's Office.