

POLICY – SHOREHAM FOLK DANCE CLUB

GENERAL DATA PROTECTION REGULATIONS

Summary:

This policy has been prepared in accordance with the GDPR requirements and shows that Shoreham Folk Dance Club (SFDC) will not collect or process personal data without specific prior approval.

Data already in use:

Current data that is in use (eg members names, addresses, telephone numbers etc) may be assumed to have been collected without specific authorisation and will not be used beyond GDPR implementation date of 25th May 2018.

- This data currently exists as paper records by the Membership Secretary. All committee members have also been provided with paper copies (to allow any of the committee to contact all members in the event of unexpected cancellation of dances or other club events). This data is not currently available to club members (ie there is no public directory).
- A paper copy register of club members is also used by the Treasurer to record payment at weekly club evenings (this is required to reconcile the money collected with the number of members present and serves as our evacuation list in the event of a fire).
- Previous club members (retirees) contact details are also on record (paper copy) and these are used to invite these people to special events (eg annual dinner & dance or special events relating to a major club anniversary). This data is held by the Membership Secretary.
- Data for non-club members (Friends and Associates) that have attended special events (such as Annual Residential Dance Weekends) also exists on home computer (Booking Secretary). This is required to advise such Friends and Associates of forthcoming events that they have shown interest in or may like to know about.

This existing data will not be used beyond 25th May 2018 and will be destroyed.

Contact details of musicians, callers, hall hirers, and caterers etc are all in the public domain (ie readily found on internet searches) and are not implicated in this policy and may continue to be used as required. This is currently held by the Chairman and some other committee members.

Data that will be required to be re-collected with approval consent:

All the above categories of data are considered necessary for efficient running and control of club events. We need to be able to notify club members and friends of sudden changes to our published programme of events (eg cancellation of event due to bad weather, or relocation to an alternative venue).

We will issue new forms, containing specific consent request sign off and preferred means of contact (if any). These new forms (see Appendix) will be sent by post or e-mail or handed to all those people on our current lists (current club members, previous club members, friends and supporters of our events etc).

Collection of new data:

As new data collection forms are returned to the Membership Secretary he will commence compiling a replacement Membership List. Data to be recorded may include name, address, telephone number, mobile phone, e-mail address. This data may be recorded on paper copy, in a register or on a home computer file (provided that the computer is password protected and the file is separately password protected).

Similarly, the Booking Secretary will commence compiling a replacement list of Friends and Associates who have shown interest in our events.

Processing of new data:

The **Membership list** is owned by the Membership Secretary and only may be copied (names and

preferred contact details only) to the committee members (for use in contacting members at short notice).

Disclosure (full or partial) to other people by anyone is not permitted.

A Membership register may also be prepared for the Treasurer (names only) for financial and Fire/Evacuation purposes.

Club members, Friends or Associates may enquire requesting contact details of another person on that list. This enquiry must be made to the Membership Secretary who will review the request and notify the potential recipient that such a request has been made and authorisation must be obtained before any data is made available to the enquirer.

The ***Friends and Associates list*** will be prepared by the Booking Secretary as above by paper copy or on password protected file on a password protected home computer. No copies are distributed from this list and requests for data from it would not normally be approved.

This list will be used to compile guest lists for Hotel staff use at Residential Dance Weekend or similar events. An abbreviated list of names only may be generated and used by Committee Members (eg for Treasurer's collection of fees, or for Chairman's use).

Update, Revisions and Time Limits for new data:

The ***Membership list*** will be renewed annually with fresh consent forms/updates being issued prior to/during the AGM (each February).

The ***Friends and Associates list*** will be a live document with no fixed renewal or replacement time. However, if a person requests removal from this list (or change of details) then that is to be completed within 28 days of receipt following written request to the Booking Secretary.

APPENDIX:

Application for Membership/Friends & Associates to Shoreham Folk Dance Club in accordance with GDPR.

I wish to register as a Member (annual fee required) or as a Friend/Associate of Shoreham Folk Dance Club.

Member or Friend /Associate (choose one).....

I agree to the following conditions on how the club will use my data:

The information that I have provided on this form will be used by the club for purposes only in connection with the running of the club and its events, which includes communication by post, telephone, text or email. It will never be disclosed for marketing purposes.

The data is stored on a home computer and/or in a ledger and may be provided to committee members and the club members when it is needed to facilitate the running of the club and provide the benefits of membership to you.

The committee intends to produce a directory of members, only available to the committee, in which this information will be published.

Your details can be removed from our stored records, within 28 days of a written request to the Secretary of the club, but not from already published directories.

You have the right to complain to the Information Commissioner's Office if you believe there is a problem with the club's handling of your data.

Please print and sign your name below to indicate that you accept these terms.

Name (print)

Signature

Date

Address (optional)

.....

.....Postcode.....

Telephone (optional)

Mobile (optional)

Email (optional)

How would you like us to contact you? (*tick as many of the above entries as you wish*)

Record of changes, updates, renewals etc.
