

CASTLE BAYNARD WARD CLUB

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Hon Secretary: John Latham
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Members' personal information: privacy statement

The European Union's GDPR will replace the Data Protection Act 1998 and will become law in the UK on 25 May 2018. Even though the United Kingdom is leaving the EU in March 2019 the UK government has made it clear that UK law on data protection will continue to mirror EU requirements.

The GDPR updates data protection for the digital age. There are now new rights for data subjects – you and I – and new obligations for organisations acting as processors or controllers.

The law requires all bodies holding personal information data to keep track of personal data and to have proven audit trails of the processing of such information. The paramount requirement is to safeguard personal data so that only those authorised may access it.

There is no requirement for the Castle Baynard Ward Club to be registered with the Information Commissioner's Office as a processor, but we do have to comply with the GDPR as law. This privacy notice aims to set out how the Club processes your data, and your rights in relation to it.

All personal data is controlled by the Hon Secretary personally and is only used for the operation of the Club's affairs. It will be shared, when necessary, in relation to events, e.g. for security reasons and for dietary information required by caterers. In both instances members will be informed what personal information is being shared.

Members' information is held by the Hon Secretary and the Hon Treasurer in a computer spreadsheet which is held securely and not able to be accessed by anybody else. The information is shared with the Social Secretary for the administration of Club Events

All data held has been provided by the member or is a matter of public record. All personal data will be destroyed within three years after you are no longer a member of the Club.

There are no circumstances in which information about a member would be revealed to any third party unless the member had specifically authorised the Hon Secretary to do so.

A summary of the data held for each member and who else may see it is attached.

On regular basis and at least once every three years, every member will be sent a copy of the personal information held for them and will have the opportunity to update it or to correct any errors. Members are encouraged to give us amended personal data at any time. In addition, any member may request a copy of their personal information at any time and the Club will make no charge for providing this.

Overleaf is a data flow table showing what data we hold on our members, and how we process it.

If you have any questions on the Club's use of your data, please do not hesitate to contact me.

A handwritten signature in black ink that reads "John Latham". The signature is written in a cursive style with a small mark above the 'i' in "John".

John Latham
Hon Secretary

<i>Data item held by the Hon Secretary</i>	<i>Included in computer spreadsheet</i>	<i>Who else can see it?</i>
Name	Yes	Hon Treasurer and Social Secretary
Address	Yes	Hon Treasurer and Social Secretary
Home telephone	Yes	Hon Treasurer and Social Secretary
Work telephone	Yes	Hon Treasurer and Social Secretary
Mobile	Yes	Hon Treasurer and Social Secretary
E-mail	Yes	Hon Treasurer and Social Secretary
Date joined Club	No	Hon Treasurer
Category of membership	Yes	Hon Treasurer and Social Secretary
How subscriptions paid	No	Hon Treasurer
Bank details if subs paid by standing order	No	Hon Treasurer
Events attended	No	Social Secretary and Hon Treasurer for administrative purposes, retained for five years
Special dietary needs	No	Social Secretary and Caterers