

## GDPR Update – Autumn 2018

In response to queries regarding how the Club handles and shares your data, please see the points below and privacy statement attached. (Adopted and circulated in May 2018)

## GDPR and North Leicester MG Club

Starting from the 25<sup>th</sup> May 2018, NLMG Club must have robust processes and policies in place to manage our members' personal data.

As a Club, we shall seek to ensure the personal data we hold about our members is:

- truly secure
- viewed only by those who really need to view it
- limited to what is needed
- accurate
- up to date
- only kept for only as long as it is needed
- deleted / destroyed after a period of time
- available to be seen by its owner on request
- not shared with 3<sup>rd</sup> Parties unnecessarily
- easily amended if incorrect

The Club acknowledges that:

- the committee is aware that Data Protection legislation applies to the Club
- the website will maintain an up-to-date privacy notice
- all officials, staff and members understand how to handle personal data
- Club members have given permission for their names and contact details to be made publicly available
- there is a process to follow if any Personal Data is lost or stolen
- changes within the Club that affect the use of Personal Data are communicated
- members understand that broadcast emails can present a security risk
- Personal Data will only be used for Club purposes

- failure to comply with the Data Protection legislation can mean substantial fines as well as reputational damage
- if a breach occurs, we shall notify the data authorities within 72 hours. For UK residents, the proper authority is the Information Commissioner's Office (ICO).

***In order to ensure compliance, we shall seek, from individual members, express permission to store your personal data and share it with club members for the purpose of contacting you about club events. The Club takes your privacy seriously and shall NEVER share your information with third parties outside the club.***

For and on behalf of the committee of the NLMG Club