

# **Painswick Probus Club Data Protection Policy**

## **INTRODUCTION**

The purpose of this document is to show how the Club responds to the EU General Data Protection Regulation (GDPR).

The duties of the Club's Data Protection Officer (DPO) are carried out by the Club's Website Manager. The term "spreadsheet" refers to the electronic file on which members data are held.

## **PROCESS**

The Club's membership application form tells applicants how the Club achieves compliance with GDPR via the Club's data protection policy which is available on the Club's website. The signed application will be stored by the Secretary for the duration of membership plus 12 months.

The Website Manager collects personal data from membership application forms for the membership spreadsheet.

The spreadsheet is stored within Google Cloud in a Google Drive account. Access to the spreadsheet is controlled by the Website Manager who shares the account with users as follows:

- a. Read and Write access is granted to the President, Vice-President, Secretary and Website Manager.
- b. Read access is granted to the Treasurer

When any of the committee incumbents listed above retire from the committee they will be requested to confirm that they have destroyed any personal data they have retained.

When a member leaves the Club their personal data will be deleted from the spreadsheet within 28 days.

For resilience, a back up copy of the spreadsheet is retained locally by Website Manager on a computer. While printing of the spreadsheet is discouraged, if printing is necessary for a project or task the copy will be destroyed by shredding as soon as it has served its purpose.

**None of the spreadsheet data is shared with any other organisation or persons who are not named in this document.**

The following data is collected from the membership application form and entered on the spreadsheet:

<b>Data</b>	<b>Why collected</b>	<b>Used by</b>
Contact details (names, partner's name, address, email, phone numbers)	To enable communications between Committee and members, and to assist committee communication with partners	Committee
Date of joining Club	To enable judgement of Club experience level and potential for committee service	Committee
Renewal status	To reconcile bank statements with Treasurer's record of receipts.	Secretary, Treasurer
Past-President status	To inform succession planning	Committee
Founder-Member status	Financial management	Treasurer
Suspended membership status	Financial management	Treasurer

The following data is retained by the Secretary:

<b>Data</b>	<b>Why collected</b>	<b>Used by</b>
Meetings attendance (name, date) recorded by members on register	To measure popularity of speakers and inform the planning of future speakers.	Secretary who provides information to Committee on request

The following data is retained by the Treasurer:

<b>Data</b>	<b>Why collected</b>	<b>Used by</b>
Subscription status	Financial management	Treasurer

## **CONSENT**

The membership application form includes:

- a. A link to the location of the Club's Data Protection Policy on the Club's website.
- b. A request to agree to the following 2 statements:

"I consent to the Club holding and using my personal data in accordance with the Club's data protection policy at [www.painswickprobus.org.uk](http://www.painswickprobus.org.uk) and the summary overleaf."

"I consent to this information being disclosed to other Painswick Probus Club members."

Applicants are required to complete and sign the application form, and pass it by hand or post to the Secretary.

## **YOUR RIGHTS**

You have the right to:

- a. Have all your details removed from the list, in which case the Club will assume that you no longer wish to remain a member.
- b. See what information we store about you.
- c. Have your history deleted
- d. Have your details changed

## **SECURITY**

The primary storage location of the spreadsheet is by Google Drive, in Google Cloud, using 2-step verification via a the DPO's Gmail account.

Your data will also be safely stored, in an electronic format on computers that are patched (1), have the latest software/security software installed and if possible encrypted.

*Note (1)*

*A patch is a software update comprised code inserted (or patched) into the code of an executable program. Typically, a patch is installed into an existing software program. Patches are often temporary fixes between full releases of a software package.*

*Patches may do any of the following:*

- *Fix a software bug*
- *Install new drivers*
- *Address new security vulnerabilities*
- *Address software stability issues*
- *Upgrade the software*

## **CONCLUSION**

The Web Manager is your first port of call if you have any queries about what personal data the Club stores, why and how it stores the data, and who has read and/or write access to the data. If you have any concerns or queries please get in touch.

19 Jun 2020

(Next review due 21 May 2021)

**On reverse of Application Form:**

The information you have provided on this form will be used by the club for purposes only in connection with the running of the club, which includes communicating by post, telephone and email. It will never be disclosed for marketing purposes.

The data is stored on a memory stick/computer/Google Cloud and/or in a ledger and may be provided to committee members and other members by email or telephone when it is needed to facilitate the running of the club and provide the benefits of membership to you.

The committee may produce a directory of members, available only to members, in which some or all of this information will be published.

Your details can be removed from our stored records within 28 days of a written request to the address on this form, but not from a published club directory.

You have a 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 have read and opt-in to these terms.

Name in Block Letters \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_