

# **Victoria Park Bowling Club**

## **VPBC Data Protection Policy v3**

The EU General Data Protection Regulations came into force on 25 May 2018 and all organisations must conform to its requirements.

The purpose of the Regulations is to prevent organisations holding and/or using personal data without the permission of the individual concerned.

The Club Committee approved the original Data Protection Policy on 14 May 2018 and it is reviewed and updated from time to time..

1. Each prospective member is required to complete a Membership Application form with their name, address, telephone number and email address. By signing the Application form, the prospective member gives consent to email communications from the Club about its meetings and events.
2. If a member was an existing member on 25 May 2018, the Club has continued to send the type of communications that those existing members had historically received.
3. If a member wishes to be excluded from Club event communications, the member must make a request to UNSUBSCRIBE in reply to an email from the Club. If a member does UNSUBSCRIBE, the member will continue to receive email notification about AGMs, membership renewals and such matters.
4. A Club Officer maintains a membership database that contains each member's Application Form information plus the fee paid by the member each year and the member's BCGBA registration number if registered.
5. Each member is entitled to ask for a copy of the information that the Club holds about them on the database.
6. If a member leaves the Club, their personal details are deleted one year after leaving.
7. A member's personal information details are not sold or passed to any third parties for marketing or any other purpose. The membership database is kept secure by the Club officers.