



## **Southend Model Boat Club**

### **General Data Protection Regulations 2016**

(Becomes Law 25/05/2018)

The data protection legislation is designed to cover the collecting, storing, processing and distribution of personal data. It gives rights to individuals about whom information is recorded.

#### **Policy Statement**

Any personal data we collect and use is treated in accordance with the General Data Protection Regulations 2016.(GDPR) We, the Southend Model Boat Club and any third party service provider contracted by us to provide a service will only collect name, address and email addresses and use personal data for the purpose(s) pertinent to its collection and use, and this will be stated at all times upon collection of data and stated on the contract membership form

Southend Model Boat Club will endeavor to ensure that all personal data will be processed in accordance with the Principles and Rights as defined within the General Data Protection Regulations 2016 by viewing and utilizing digital files by the club secretary, treasurer and web master, all digital files/ spreadsheets are shared via Dropbox password protected software.

Southend Model Boat Club and any third party service provider will not disclose information gathered by our on-line services to other organization however there may be circumstances where information may need to be shared with others (for example with law enforcement agencies).

Personal information collected in emails will only be used for the purpose(s), which we reasonably believe it was provided for .

Each individual has the right to prevent their information being used in processing that is likely to cause them damage or distress and prevent processing for the purposes of direct email.

Southend Model Boat Club committee understand that individuals have rights to rectify, block, erase or destroy inaccurate data and to make a request to the Information Commissioner (ICO) for an assessment to be made of the Southend Model Boat Club if they feel that the Act has been contravened.

By regularly reviewing this policy we ensure that we are always aware of what information we collect, where it is stored and how we use it.

#### **Changes**

If this Data Protection Regulations needs to change in any way the Southend Model Boat Club will update it as required.

#### **Application**

This policy applies to all committee members and the club members of the Southend Model Boat Club. All providers of services to the Southend Model Boat Club are checked to ensure they have a compliant data protection policy and that it meets the requirements laid out here.