

# Cheam Woodturners Association



## Data Protection Policy

### 1. Policy Statement

- 1.1 Everyone has rights concerning the way in which their personal data is handled. The Cheam Woodturners Association (CWA) collects, stores and processes personal data about its members and recognises that the correct and lawful treatment of this data will maintain confidence in the organisation and help ensure that the Club discharges its legal obligations appropriately.
- 1.2 As data users the Club's Officers, Committee and Members are obliged to comply with this policy when processing personal data on the Club's behalf.

### 2. Data Protection Principles

Anyone processing personal data must comply with the '**Principles relating to processing of personal data**', Article 5 of the General Data Protection Regulations (GDPR).

1. Personal data shall be:
  1. processed lawfully, fairly and in a transparent manner;
  2. collected for specified, explicit and legitimate purposes;
  3. adequate, relevant and limited to what is necessary;
  4. accurate;
  5. kept in a form which permits identification of data subjects for no longer than is necessary;
  6. processed in a manner that ensures appropriate security of the personal data.
2. The controller shall be responsible for, and be able to demonstrate compliance with, paragraph 1.

### 3. Data Protection Compliance

The Data Protection Compliance Officer for the CWA will be the elected Honorary Secretary.

### 4. Data Subjects

The Club processes data relating to Club Officers, Committee Members and all Active Club Members. Data is not processed for inactive members.

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### 5. Data

Data is held under written authority signed at the time of applying for membership or at any later stage of membership.

Data held for the Club's data subjects may include:

- Date of Joining
- Name
- Full postal address
- Telephone number(s)
- Email address
- Date of Birth for members under the age of 18

The data will be reviewed regularly and kept updated.

The data will be used by the CWA 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 will be stored

- on a computer and/or a central data storage server and/or a removable data storage device and/or
- in a ledger; and/or
- on Application Forms and Membership Data Update forms.

The data may be provided to Club Officers, 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.

Members can apply to have their details removed from the Club's stored records within 28 days by making a written request to the Honorary Secretary.

### 6. Destruction of Data

Electronic and paper data will be securely deleted/destroyed as soon as when it is no longer current or relevant or has otherwise served its purpose.