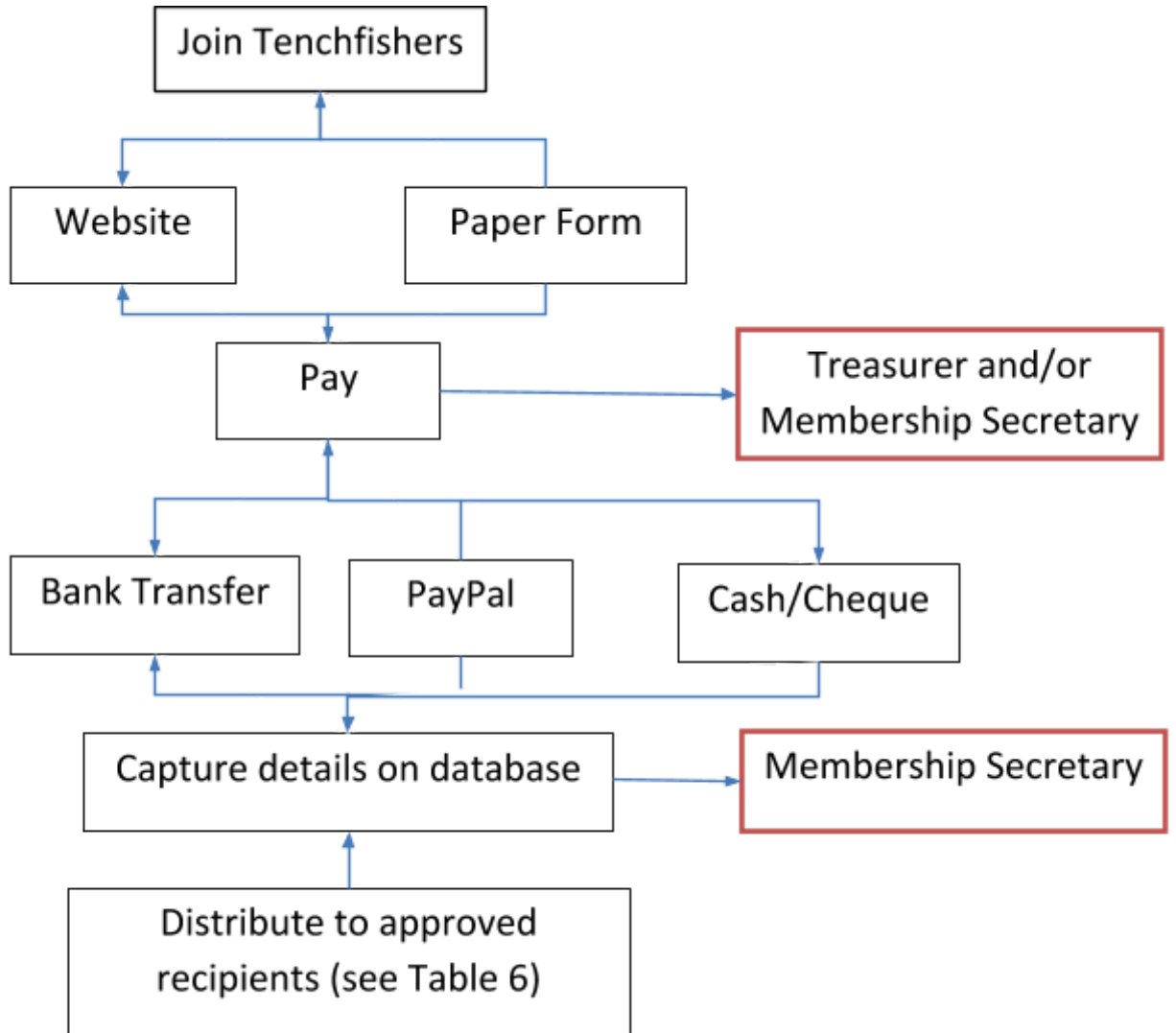


The Tenchfishers - General Data Protection Regulation 2018 (GDPR)

1. The Data protection Officer (DPO) is the elected Chairman (currently Ian Peacock).
2. Membership data is administered by the elected Membership Secretary (currently Kevin Durman) or DPO.
3. Data Collection and Storage Flowchart



4. Data Collected

- Name
- Address incl. postcode
- Email
- Phone numbers
- Email address
- Payment method
- Membership type

5. Where and how stored

- Stored on Excel database and online bespoke membership management utility
- Owned and managed by Membership Secretary on a password protected computer

6. Data

	Who can view	Purpose	What can they view	Data Rights
1	Committee	Membership management	All data	Update
2	Regional Organisers	Regional communication e.g. Events, Meetings	Summary Version: Name, Town, County, Phone Number, Email Address, Membership Type	Read Only
3	Bulletin Distributor	Bulletin fulfilment	Name, Address	Read Only
4	JMC Tackle	Membership confirmation for discount and marketing	Name, Summary Address, email address	Read Only
5	Carp Society	Membership Confirmation	Name, Summary Address	Read Only
6	Medway Valley Fisheries	Membership Confirmation	Name, Summary Address	Read Only
7	Chris Brown Products	Membership Confirmation	Name, Summary Address	Read Only
8	Other Sponsors as authorised by the Committee	Membership Confirmation	Name, Summary Address	Read Only

7. Opt In

7.1 The new GDPR legislation requires that members opt in to the scheme. This will be achieved by email where possible and paper if absolutely necessary.

7.2 It follows that those who do not opt into the scheme will not be able to benefit from initiatives listed in 6.

7.3 NO data will be sold on or used for reasons other than stated here.

7.4 The new GDPR legislation came into force on 25th May 2018.

7.5 In order for The Tenchfishers to comply we need members permission to store the data as outlined in the table in Section 6.

7.6 Members have the right to request removal from the list.

7.7 Members have the right to see what information is stored about them.

7.9 Members have the right to have their history deleted.

7.10 Members have the right to change their details.

7.11 Members should be aware that broadcast emails can be a security risk.

8. Actions Required to Comply

8.1 Agree GDPR process by Committee **Complete**

8.2 Obtain consent from all members wishing to accept the GDPR terms **Complete**

8.3 Lodge GDPR policy on website **Complete**

8.4 Allocate Data Protection Officer **Complete**

8.5 Schedule GDPR as standard Committee agenda item **Complete**

8.6 Schedule GDPR annual review **Complete**

8.7 Ensure all previous versions of Membership Database have been deleted. To include current and previous committee members. **Complete**

9. Legal Requirements

The Tenchfishers acknowledges that:

- The committee is aware that Data Protection legislation applies to the Club
- The website informs people of how their data will be used
- All Tenchfisher officials understand how to handle personal data
- Tenchfisher officials 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, you must notify your nation's data authorities within 72 hours. For UK residents, the proper authority is the Information Commissioner's Office (ICO).

10. Document History

This author of this document is Ian Peacock ian.t.peacock@btinternet.com

Version	Reason for change	Date issued	Made by
1	Initial issue	19 th April 2018	Ian Peacock
2	Update	22 nd April 2018	Ian Peacock
3	Update	3rd May 2019	Ian Peacock
4.	Annual Review	14 th October 2019	Ian Peacock