



The 6/80 & MO Oxford & Cowley Club

www.680mo.org.uk

Club Compliance with General Data Protection Regulation (GDPR)

1. This document is intended to demonstrate how the 6/80 & MO Oxford & Cowley Club and its Committee Members ('The Club') will comply with the requirements of the General Data Protection Regulation ('GDPR') which is to come in to force on 25th May 2018. Production of this document in itself firstly demonstrates that The Club is aware of these regulations & the need for compliance.
2. What personal data is held, & how is it used by The Club?
Names, contact details, & vehicle details for present & past members are held on a central Excel spreadsheet by the Membership Secretary for the purposes of collecting annual subscriptions, posting out the quarterly club magazine, & sending out any other details relating to club business such as AGM notifications, voting forms, etc. Club Members indicate their agreement to the Club holding these details when they apply for membership, & have the right to ask to see what information is held by The Club on the membership records. Members are made aware of their rights with regards to their personal data held by The Club by publication of this document in the magazine & in the Member's area of the web site, & new Members will also receive a copy with their Welcome Pack.
3. Member's rights regarding personal data held by The Club:
On initial application to join, Members confirm their willingness for the Club to record their details via the Membership Application Form, which also gives the option for their details NOT to be published in any published Membership List/Booklet. If & when a person ceases to be a paid-up member of The Club, those records are maintained on a separate section of the membership list for use if they subsequently re-join, but will be removed on request by the individual concerned. Members may apply to the Membership Secretary to request a copy of the information held about them by The Club, & request any amendments/corrections to be made.
4. Security of Member's Data held by The Club:
The central Club Membership List is maintained by the current Membership Secretary on his home PC, access to which is password-controlled. The PC is kept current with Windows updates & is protected with a regularly updated anti-virus programme. At every change, a back-up copy is transferred on to a memory stick, which is then kept in a locked drawer or cupboard. On a monthly basis, an up to date copy of the list is distributed to Committee Members by email for their personal reference only, & also a copy filed in The Club's cloud storage, access to which is password protected for access by Committee Members only. Member's personal data is not made available to any outside body, & only divulged to another Club Member with the Member's agreement. In the unlikely event that security of any Member's personal data record on The Club's system is breached, The Club will take immediate steps to close that breach by whatever means are appropriate, will immediately inform the Member/s involved, & inform the Information Commissioner's Office ('ICO') on 0303 123 1113.

Compiled 5th April 2018 by Club President Patrick Carroll, on behalf of The Club Committee (Final issue)
Approved at Committee Meeting 8th April 2018

