

# Hunstanton Ski Club Limited Data Protect (GDPR) POLICY

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### 1 What is the General Data Production Regulation (GDPR)?

The EU General Data Protection Regulation (GDPR) supersedes the Data Protection Act 1998. It gives any individual that has personal data used or stored by Hunstanton Waterski Club Limited new rights and controls over how their data is used. Individuals may now request access to any documentation with their data held by the Club.

In addition to this, any individuals no longer associated with Hunstanton Ski Club Limited may request their information to be destroyed.

This is also known as the ‘Right to Erasure’ or ‘Right to be Forgotten’.

### 2 What Data Will Be Held?

Hunstanton Waterski Club is committed to protecting the privacy of individuals and take its obligations under data protection legislation seriously. Only the necessary information for the Club to function will be requested, stored and used.

The Club will undertake regular audits to ensure that information used on a daily basis is current and only used by the Committee for the sole use of Club Membership. Out of date information is either destroyed or stored in the Club premises in a locked secure area.

### 3 Security of Information

The Club will work to ensure maximum security of information held by those associated with the Committee. Information is protected in the following manner:

- The Club only requests information necessary for Membership
- Information will not be shared with any other parties than those required

### 4 Consent

All persons who have become members of Hunstanton Ski Club Limited will be required to complete a detailed form, which has a tick box to Hunstanton Ski Club using and retaining their personal information in the ways identified.

### 5 Requests for Information

All members can request to either see have information held by the Club by contacting the Commodore.

### 6 Responsibility for this Statement

The Club has the overall responsibility for this policy and ensuring it meets with current legislation.

### 7 How Will Personal Information Be Used?

It is expected that only the following will make use of the personal membership details:

- Membership Secretary
  - Full Membership Form details for the purposes of Club Admin and Member emails
- Gateman
  - Members Name and Craft/Vehicle details only
- Social Officer
  - Members email addresses only