

General Data Protection Regulation (GDPR) Policy & Privacy Procedures

Policy

Ledbury Archery Club (LAC) acknowledges and will comply with The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and in so doing will ensure that personal information provided to the club will be treated appropriately.

Privacy Procedures

- 1) These procedures are to be read in conjunction with the Ledbury Archery Club (LAC) Privacy Notice (PN) which may be periodically amended.
- 2) LAC is affiliated with the governing body for Archery in the UK - Archery GB, and both the West Midlands Archery Society (WMAS) and the Herefordshire Archery Association (HAA).
- 3) The club shall appoint a Data Protection Officer (DPO), a post which may be held by a committee member concurrently with his / her other position.
- 4) The first DPO will be agreed by the management committee, subsequent DPO's will be appointed at the clubs' Annual General Meeting along with the other committee roles.
- 5) As a condition of membership, all members of the club will acknowledge and accept the LAC PN.
- 6) Acceptance will be recorded for each member in hard copy and kept in a securely locked location by the clubs DPO.
- 7) Any personal information held on each member will also be retained in hard copy in a securely locked location by the clubs DPO.
- 8) Other LAC management committee members (other than the DPO) may have access to personal information for a limited time in order to fulfill their roles and responsibilities within the club.
- 9) Whilst in possession of such information other management committee members shall take adequate steps to ensure such information is not distributed to third parties and is secured in a manner such that it will not fall into the public domain.
- 10) Any specific verified requests for deletion, amendment or retention of personal information should be made to the clubs DPO.

- 11) Any specific verified requests for deletion, amendment or retention of personal information will be retained in hard copy in a securely locked location by the clubs DPO
- 12) Action to delete or amend personal information will be made within 1 month of the verified request being received.
- 13) Should any data be retained electronically (such as email addresses), then it shall be done in an encrypted system in a manner compliant with [guidance](#) provided by The Information Commisioners Office (ICO)
- 14) Personal data will normally be deleted from records, or physically destroyed, after six (6) months of membership lapse.
- 15) The six-month period may be extended if required by law or in the event of any on-going disputes or other outstanding matters which will require retention of such personal data.
- 16) Personal data may be retained by LAC after a specific verified request to do so has been received by the DPO from the individual concerned. Such request will be held on file in a securely locked location by the clubs DPO.
- 17) For administrative purposes personal data on club members may be shared with the organisations with whom we are affiliated as listed section 2 above.
- 18) All affiliates will have their own approved Privacy Policies.
- 19) No personal data on members will be released to any other third party, entity or individual, other than that required by law.
- 20) Personal data may be retained by the affiliates named in 2) above unless deletion / destruction is specifically requested. Removal of personal data will fall in line with their own policy and procedures.
- 21) Individuals will have the right to request their personal data be removed from records. However, if such removal of personal data impacts the ability of the club to effectively carry out administrative tasks associated with the running of the club as relates to the individual member, then this may, of necessity, result in termination of the individual's membership.