**Braid Angling Club Data Protection Policy.**

General Data Protection Regulation ( GDPR ) comes into force on 25th May 2018. In order to comply with GDPR Braid Angling Club ( hereinafter referred to as the Club ) must have a written policy as to how the Club collects, stores and uses personal data provided by Club Members.

1. The Club collects personal data via the Club Membership Application Form.
2. The Club requests full name, address and post code. This is to facilitate mailing of essential information and Club Membership Cards. The address also determines if an Applicant qualifies for Local or Associate Membership.
3. The Club requests phone numbers and e-mail addresses. This is to facilitate rapid contact of Members. For example, to relay the outcome of a Membership Application; to inform of impending meetings and Work Parties or to request volunteers in event of a Community emergency.
4. The Club requests date of birth. This is to ascertain if an Applicant qualifies for Junior, Full or Pensioner status and when an existing Member transitions from one to the other. In addition, special regulations apply to Applicants aged 13 or below.
5. The Club requests parental consent to hold information about Applicants and Members aged 13 or below. Communication with these Applicants and Members should always be via a parent/ guardian. Therefore, the club requests that any phone number and/or e-mail provided be that of the parent/guardian.
6. The Club requests if an Applicant is Registered Disabled. This is to determine if an Applicant or existing Member qualifies for the free of charge rate. The nature of any disability need not be disclosed.
7. The following additional information is requested on the Club Membership Application Form : (a) Is the Applicant a member of other angling clubs? (b) Has the Applicant purchased Day Tickets for Braid Angling Club? (c) The Applicant’s reasons for wanting to join the Club. This information helps the Committee decide to accept or reject an Application.
8. The Club endeavours to hold all personal information securely. The Club Secretary retains Application Forms of successful Applicants for the duration of Membership as this is a record of the Statement of Consent. When a prospective member is approved by the Club Committee and joins the Club the Secretary enters Member information into a spreadsheet. This facilitates maintenance of essential records. Only the Secretary can keep and edit the spreadsheet or any copies thereof.
9. If Membership ceases for any reason all personal information will be deleted from the database and the original Application Form securely destroyed. Application Forms of failed Applicants will be destroyed a soon as possible after the Applicant has been informed of the Committee’s decision.
10. Any Member, by making request in writing to the Secretary, can ask for their personal information to be amended or deleted. In addition, the Secretary will, if required in writing, provide any Member with all the information the Club holds on them. This includes letters and e-mails. The Club will answer such requests within one month.
11. The Club will not provide any third party with personal information of Applicants and Members unless legally obliged to do so.