

GDPR (General Data Protection Regulation) compliance at Henley Squash Club (HSC)

Principles

- HSC will only collect the minimum set of personal data from you that allows the club to function.
- HSC will detail what data it holds (see below). You have the right to request what data is held on you. You have the right to have that data corrected. You have the right to have that data removed when you leave the club (exception: match results – see below).
- HSC will detail what it uses the data for and to which other organisations it passes the data. It will detail how the data is stored and what security applies to each type of data. It will detail how long the data is kept.
- All officers (committee members, team captains, volunteers etc.) of HSC are expected to treat all members' personal data with respect – how they would want their own personal data to be treated. They will immediately advise the Club Chairman of any suspected breaches of this policy.

Personal Data held by HSC

The following data is not hidden and viewable by anyone that views our website:

- Your **name**. This will be viewable to anyone that views the League 'boxes' or the player ranking lists. In other words, anyone will know that you are a member of HSC!
- Your **match results**. This is assumed to be in the public domain.
- Your **pictures**. There may be pictures of you on the club website (typically in the news section). Permission will always be sought before publishing a picture of you. You may ask for it to be removed from the website at any time.

The following data is viewable on a password-protected page of the club website. Only those with the password can view this data:

- Your **email address**. This is to allow other players (and team captains) to contact you to arrange matches. It will also be used to send you emails about club news and activities. The only organisation this will be passed to is England Squash (ES) to facilitate the activation of your ES membership (free to all members of HSC).
- Your contact **telephone number(s)**. This is to allow other players (and team captains) to contact you to arrange matches. It will not be passed to any other organisation.

The following data may be held for a temporary period by the membership secretary until such a time as it is transferred to the system of another organisation:

- Your **England Squash (ES) ID**. As part of the process to join HSC, members are asked to indicate whether they are already members of ES – to avoid duplicate entries. Once they are set up on the ES website as affiliated to HSC, this information is not retained, but is still accessible on the ES website by the membership secretary.
- Your **bank details**. For members who are in receipt of funds from HSC (typically team captains), you may have given your bank details to the membership secretary (sort code, account number, account name). Once this has been used to set you up as a payee with the club's bank (NatWest), this information is not retained, but is still accessible on the NatWest website by the membership secretary.

Personal Data Storage

- **Name** and **match results** are stored on the club website. They are considered to be in the public domain and are retained indefinitely.
- **Email address** & **telephone number(s)** are stored on the club website and on the home PC of the membership secretary. The data will be retained for a period after a member leaves the club - to be removed at a future date as part of a database cleaning exercise. Leaving members can opt to have their data removed immediately.
- **Pictures** are stored on the club website and on the home PC of the membership secretary. Members (and ex-members) can ask for them to be removed.
- **England Squash ID** may be retained on the home PC of the membership secretary - to be removed at a future date as part of a database cleaning exercise. Members (and ex-members) can ask for it to be removed immediately.
- **Bank details** are stored on the home PC of the membership secretary (typically in an email) until the data is transferred to NatWest's system, at which point they are removed.

Action Log

17/5/18 Chairman & Membership Sec. have GDPR meeting and create plan to achieve compliance

23/5/18 Membership Secretary completes first draft of GDPR Policy document

24/5/18 Email to membership outlining GDPR plan

??? Existing Data audit

17/8/18 GDPR Policy document (version 1.2) published on club website

??? Email to membership explaining how to 'opt-in' to the GDPR policy

Version

1.2 17/08/18