

# Draycote Fly Fishers Association (“DFFA”) Data Protection and Privacy Policy

The General Data Protection Regulation - GDPR came into force on 25th May 2018 and together with the Data Protection Act 2018 puts DFFA under a legal obligation to treat personal data we have collected and hold with respect, and be responsible for it's security.

Any DFFA member handling personal data must comply with the following six principles:-

Personal data must be:

- fairly and lawfully processed;
- processed for limited purposes;
- adequate and relevant and limited to what is necessary;
- accurate and where necessary up to date;
- not kept in a way that people can be identified from it for longer than is necessary;
- processed in a way that ensures appropriate security.

## Personal Data held by DFFA

DFFA holds data solely for the purposes of effectively managing the club's administration and communicating with members. Data is not shared with any commercial organisation, nor any government agency unless compelled to do so by law.

The data we hold and it's purpose is as follows:-

Membership Data Held	Purpose
First and Second Name	To identify members
Address	To communicate with members. To assist with identification with members
Home phone number	To communicate with members.
email address	To communicate with members.
Mobile phone number	To communicate with members.
Member fee status	To establish whether members are fully paid up.

## Data Subject Access Request (DSAR)

A member has the right to see any of their data that is held by DFFA.

A Data Subject Access Request by a member should be made in writing to the Club Secretary.

The Club Secretary will respond to the member request with a copy of any relevant information held, within one calendar month of receiving the request.

A member has the right to request the removal of their personal data from the club database at any time.

Any member request for removal of personal data should be made in writing to the Club Secretary. The Club Secretary will ensure the removal of the member's personal information from the club database, within one month of the request.

Parental consent must be given for any data held for children aged 16 years or below. DFFA preference is for club communications to be made via the parent.

## **Data Policy and Storage**

Data is held for current members. Should a member not renew their membership, then they will be contacted to confirm whether they wish to continue. Should the response be negative, or no response received, then their data will be removed from the current club database three months after the AGM. This may be extended at the discretion of the Committee in the event of unforeseen circumstances e.g. Covid-19.

Previous years' databases will be retained for a period of five years.

Data is held in a password protected file on a password protected computer by the club Treasurer. This file is shared with the Club Secretary and the Newsletter editor to ensure continuity, and for specific purposes e.g. issuing of club newsletters or other communication. These officers will apply the same protection to the database.

For continuity purposes, a copy of the password-protected membership database is held on a secure Google shared drive, accessible by a sub-set of the Committee.

Member's email addresses may be held by club committee members on their personal computers for the purposes of communicating to members regarding club matters.

## **Website data**

Member's pictures and names may be published on the club website with permission, along with details of social events, match reports and other club activities.

The website does not collect or hold personal data on members, or their membership details.

A member may request the removal of their picture, or name, from the website at any time. Please refer to the DSAR section above for details.

## **Social Media**

DFFA uses two forms of Social Media - WhatsApp and Facebook

### **WhatsApp**

Club members are invited to join the WA group which requires their mobile phone number to be uploaded and included. WA membership is limited to Club members only. WhatsApp is used for informal communication between club members, and joining is a matter of choice. WhatsApp's inherent data policy applies and DFFA accepts no responsibility for the management of member data in this environment.

The intention is for the group to be used for fishing related discussion. Members uploading salacious or offensive material may be suspended from the WhatsApp group pending a decision of the DFFA committee.

A member may leave the WhatsApp group at any time.

## **Facebook**

Club members are invited to join the FaceBook group.

Please note this is a public group and can be viewed by anyone with a Facebook account.

Requests to join FaceBook will only be available to DFFA members, however pictures or information loaded to FaceBook will be publicly displayed.

Individual privacy settings will dictate the extent of member's data on Facebook, whose inherent data policy applies. DFFA accepts no responsibility for the management of member data in this environment.

Club content on Facebook is moderated by a committee member.

Members uploading salacious or offensive material may be suspended from the FaceBook group pending a decision of the DFFA committee.

## **Non Active Members**

Non-active DFFA club members who are no longer able to fish, but who wish to remain on the club news email distribution list, will be contacted and asked to confirm their acceptance for DFFA to retain their personal contact details in accordance with this Data Protection Policy, in order to provide them with club news and match results.