

# The Probus Club of Sandown

## Data Protection Policy

The Probus Club of Sandown (“The Club”) aims to comply with Data Protection Regulations as they apply in England. In this regard it has a duty to protect personal information (“Information”) it holds about members, associates, lady associates and others participating (“Participants”) in the activities of the Club.

Information includes such items as name and address, partner’s name, telephone numbers, email addresses, date of birth, notes of wellbeing, financial information and photographs. The basis for holding, handling or transmitting Information is to enable the effective running of the club and its activities such as outings and social events. The Club publishes on that part of its website only accessible to members, associates and lady associates both a list of Participants with contact details and photographs of Participants at Club events and distributes to members a printed directory of members including a photograph.

The people who need to observe this policy are:

- Members of the Club Committee
- Arrangers of Social Events, Outings, Concerts and Theatre trips
- Organisers of Groups such as Computer, Money Matters, Golf competitions
- Any others who hold personal information of participants.

Any person handling personal details of a Participant will ensure that such details are kept secure. Paper records will be kept under lock and key. Digital information will be held securely with access under ID and password control.

Only the Treasurer will hold financial information such as members’ subscription status.

Only the Secretary and Chairman will hold notes of the wellbeing or other relevant details of a member or associate.

Details conveyed to external parties, such as tour arrangers, will be communicated either by post or email. Texting will only be used where it facilitates the organisation of such an event or in case of emergency. Social networks (Facebook etc) will not be used. Where external parties’ services are used, their observance of the data protection regulations will be confirmed.

A Participant may do the following at any time by request to the Secretary, either in writing or by email to [ProbusSandown@gmail.com](mailto:ProbusSandown@gmail.com):

- see your information which The Club holds
- have your information deleted
- change your information.

Where a Participant feels that Information has been released or processed contrary to this policy they will inform the Club Secretary or Chairman. The Secretary will keep a record of such an event and, where necessary, inform the Participant of any corrective action.

The Data Protection Policy will be published on The Club’s website.