



Data Protection Regulations

Dear Member

The Regulations extending the Data Protection Act came into effect on 25 May 2018 and require all organisations that hold data to comply with its provisions. The Club is required to produce a Data Protection Policy (below) and to notify members of the data held and the use to which such information is put.

As Membership Officer and now Data Protection Officer, I hold contact details (Names, postal and e-mail addresses, phone numbers and membership history) and Carolyn Taylor, as Treasurer, has basic subscription records (No bank details). All data are password-protected. The previously published list of members will no longer appear in the *Newsletter*. This list was for the personal use of members in order to keep in touch. Members are invited to update/amend their details via the Membership Officer, who will act as a bridge should members wish to make contact with each other. The Reunion Secretaries hold contact details for the purposes of each meeting.

The Club will not release your details to any third party.

In the best traditions of *Yes, Minister*, this is a developing area of legislation and further action may be required.

Neil Hailey
Membership Officer

49 Club Data Protection Policy

Policy statement

The 49 Club is committed to a policy of protecting the rights and privacy of members in accordance with The Data Protection Act 1998.

Legal Requirements

Data are protected by the Data Protection Act 1998, which came into effect on 1 March 2000, and are enhanced by the General Data Protection Regulation (GDPR) which came into effect on 25 May 2018. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge, and, wherever possible, are not processed without their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – members must have the right to copies of their own data.

Purpose of data held by the 49 Club

Data may be held by us for the following purposes:

- 1 Subscriptions, membership and contact details;
- 2 News bulletins.

Data Protection Principles

In terms of the legislation, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that data are:

1 Fairly, lawfully and transparently processed

The 49 Club will state their intentions on processing the data and state if, and to whom, we intend to give the personal data. We will also provide an indication of the duration the data will be kept.

2 Processed for limited purpose

We will not use data for a purpose other than those agreed by data subjects, i.e. members.

3 Adequate, relevant and not excessive

The 49 Club will monitor the data held for our purposes, ensuring we hold neither too much nor too little information in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed. Members have the right to erasure.

4 Accurate and up-to-date

It is the responsibility of members to ensure the data held by us are accurate and up-to-date. Individuals should notify the Membership Officer of any changes to ensure details are updated accordingly. It is the responsibility of the 49 Club to act upon notification of changes to data, amending them where relevant.

5 Not kept longer than necessary

We discourage the retention of data for longer than they are required. All personal data will be deleted or destroyed by us after two years of non-membership have passed.

6 Processed in accordance with the individual's rights

All individuals on whom the 49 Club holds data have the right to:

- Be informed, upon request, of all the information held about them within 40 days.
- Prevent the processing of their data for the purpose of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the legislation. The removal and correction of any inaccurate data about them.

7 Secure

Appropriate steps are taken to prevent unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

8 Not transferred to countries outside the European Economic Area, Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual.