

## **Wards 84 Angling Club - Privacy and Confidentiality Policy.**

At Wards 84 AC we do all we can to respect your right to privacy and the protection of your personal information. We are an independent angling club and are not part of any larger group or organisation.

All personal data obtained and stored by Wards 84 AC is the minimum required and is considered essential and necessary for the administration of the angling club.

### **Data Held:**

1. Membership category and number
2. Name and address
3. Date of joining or renewal.
4. Date of birth.
5. Telephone number (as supplied by applicant on membership form).
6. Email address (as supplied by applicant on the membership form).

As part of the membership joining and renewal process, individuals provide us with certain personal information, which is dealt with in the following manner

### **Data storage:**

1. Data is held on original membership forms, stored securely by the club secretary.
2. Data is compiled as a written list, stored securely by the club secretary, and also compiled on a computer database and occasionally a printed copy.

### **Use of data:**

1. Required by Wards 84 AC to maintain an up-to-date record of current and recent members.
2. Used by Wards 84 AC to produce membership renewal communications which are sent annually to remind current members to renew membership.
3. Used by Wards 84 AC to contact members for whatever legitimate reason.

### **How long we keep this data:**

Data for existing members is stored as long as they remain in membership. Data for members who have not renewed for 2 consecutive years is deleted from databases.

### **Security and data sharing outside of Wards 84 AC:**

Wards 84 AC does not share any of the personal data which it holds about members with any individual or organisation outside of the club, and is committed to ensuring that the personal data which it holds remains secure.

### **Your rights:**

Wards 84 AC members have the right to find out what personal information is being held and to correct or update it. Members wishing to do so should contact the club secretary as follows:

Telephone: 07788 590699

Email: [peterholding@wards84ac.co.uk](mailto:peterholding@wards84ac.co.uk)