

Milton Keynes Scarlet Sparkles

Affiliated to the Red Hat Society

Data Privacy Policy

1. ABOUT THIS POLICY

This policy explains why Milton Keynes Scarlet Sparkles (“MK Scarlet Sparkles”) collects personal information about our members, how we use it, how we keep it secure and members’ rights in relation to data protection.

2. OUR LEGAL RESPONSIBILITY

The General Data Protection Regulation (GDPR) effective on 25 May 2018 replaces the Data Protection Act 1998. GDPR gives individuals more control over how their personal data is used by organisations, including social clubs. This policy has been developed to ensure compliance with GDPR with respect to your personal data.

3. YOUR RIGHTS

In summary the key provisions of GDPR are that your personal data should be:

- a) Processed lawfully, fairly and in a transparent manner;
- b) Collected for specified, explicit and legitimate purposes;
- c) Adequate, relevant and limited to what is necessary;
- d) Accurate and kept up to date;
- e) Deleted when no longer required;
- f) Processed in a manner that ensures appropriate security of the data.

You have the right to withdraw consent to your data being used.

More information about GDPR can be found on the Information Commissioner’s Office (ICO) website at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>.

4. PERSONAL DATA HELD AND HOW WE USE IT

The table below explains what personal data is collected and processed by MK Scarlet Sparkles and the reasons for collection and storage.

PERSONAL DATA HELD	USE OF DATA
<i>Obtained when you join The MK Scarlet Sparkles, either via e-mail or hard copy to the Membership Secretary. [Updated as necessary by individual advising Membership Secretary of changes]:</i>	<i>Contact information is collated on a spreadsheet and circulated, at intervals by email for clarification of details by the Membership Secretary,. Data is also used by the Treasurer, Monthly Newsletter Editor for birthday details and event leaders for contact purposes.</i>

PERSONAL DATA HELD	USE OF DATA
Forename Surname Nom de Chapeau Date/Month of birth Home Telephone ICE Details [the phone number of the person to contact in case of emergency] Mobile Number Email address Home Address and Post Code	To enable event leaders to contact a relation or friend in case of an emergency such as an accident or illness during an outing.

5. DATA RETENTION

Spreadsheets containing members details are kept in excel documents by the Membership Secretary. An individual's details are removed from the current spreadsheet when they leave the MK Scarlet Sparkles.

6. DISCLOSURE

We will never disclose members' personal data to any outside organisation. The information held is strictly for MK Scarlet Sparkles use.

7. SECURITY & ACCURACY OF DATA

We have reviewed how members' personal data is held to ensure it is processed and held securely and is kept up to date. The following measures have been introduced in this regard:

- The Membership Secretary is responsible for collating members' details and for removing them from the spreadsheet after an individual leaves the MK Scarlet Sparkles.
- Members whose details change are responsible for providing the Membership Secretary with any changes to their personal data.

Currently members' names, addresses and telephone numbers are circulated at intervals to verify all data held is still current. Members are requested to:

- Ensure that the personal information circulated is kept confidential for their use only.
- Register their objections should they 'not' agree their details can be distributed in this way.

If members withdraw their consent to their personal data being published it should be understood that it will not be possible to remove contact details from any previously distributed lists

8. YOUR CONSENT

To comply with GDPR we require your consent to hold and use your data as outlined in this policy. We also ask that you explicitly agree to us circulating your details as described above. If you wish to exercise your right to withdraw your consent to the Club holding your personal data please inform the Membership Secretary.

Version 3, - 17th June 2018