

## WDSC Data Protection Policy

### Introduction

The [Data Protection Act](#) controls how personal information is used by organisations, businesses, or the government.

Because we hold data, we have to follow the 'data protection principles,' namely, that the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant, and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the [European Economic Area](#) without adequate protection

This document describes how Wargrave & District Snooker Club ("the Club") complies with these principles.

### What Data is Held and Why?

The information we hold is obtained from the membership application/renewal form, comprising:

- Name
- Address, including post code
- Phone number
- Email address
- Date of birth (juniors and students)

This information is collected for the purpose of contacting members in respect of the following:

- AGM or other meeting invitations
- Notices of Club events, including Competitions
- Safety and related notices

Note that we do not hold any data that is considered sensitive within the meaning of the act.

We make it clear on the membership application/renewal form that we will use the information only for club communications and that we will not pass this data on to third parties.

### How is Data Stored and Maintained?

The data is stored on the computer of the Membership Secretary (currently Jason Hurn). This computer is accessible only by him. Measures such as anti-virus protection will be implemented to prevent unauthorised data access or loss.

Any inaccuracies reported to the Membership Secretary will be corrected within 2 weeks.

## WDSC Data Protection Policy

The members have the right to request details on the information stored by us, which must be provided within the statutory time frame.

### Data Retention and Removal

Members are required to renew each year, which prompts them to provide fresh information in case of changes that have not already been provided.

In case a member does not renew, their information will be deleted after 6 months, or sooner if they have requested this.

Steven Wallace, Club Secretary, 29/7/18