

CHAPELTOWN AND DISTRICT PROBUS CLUB GDPR POLICY

General Data Protection Regulation 2018

To collect, store, maintain (i.e. update/amend/delete) and distribute (as appropriate) personal data about members comprising name, address, telephone number, email address, former occupation and hobbies/interests. This data will be held by the Secretary both electronically and in paper form. Any member may request in writing a copy of the list of members. Data will be stored on a dedicated USB/memory stick/computer folder, and by securely retaining the original application form. Data will be updated at convenient times, e.g. admission of a new member, resignation or death of an existing member. Any member's data will be removed from the Club's records within 28 days of a written request to do so. The Club will not sell or transmit the data held in any way to a third-party June 2018

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