

SCONE & DISTRICT 50 PLUS

General Data Protection Policy for the Scone & District 50+ Group

This policy has been written to comply with the General Data Protection Regulation (GDPR), implemented on May 25th 2018.

1. Members will be asked to complete and sign the new club application form agreeing that their data can be collected and shared with committee members and group leaders.
Data includes photographs and videos which could appear on the website or in the press.
2. The data collected is as follows: name, address, telephone number and email if available.
3. Members to be aware that the data is necessary for communication and records.
4. Members to be made aware that consent can be withdrawn at any time by contacting the membership secretary.
5. The membership list is updated when a person is no longer a member and their information removed.
6. Data to be revised in October and April.
7. Lists which are outdated will be shredded.
8. Details will not be shared with other members without prior agreement.
9. Group leaders to be aware of their responsibility to obtain consent from the members in their groups. This is especially important for members who do not attend the monthly meetings.
10. One master list will be kept for communication purposes and as a record of the consents given.
11. Group leaders to give consent to have their number featured inside the newsletter when required and also on the back as a contact for activities.
12. The data collected will be stored on a password protected computer and in locked storage for paper copies.

