

Calshot Caravan & Camping Club Data Protection Policy

Updated May 2024

Calshot Caravan & Camping Club is committed to the protection of members personal data and to ensuring it is only handled in accordance with the Data Protection Act and in line with guide to Data Protection Regulation.

1. Data Collected

The CCCC will not collect or hold any personal data of its members, but will access the Calshot and Waterside Alliance of Clubs (CWACS) Data Storage known as the 'backend' which is password protected, to copy and paste members' email addresses into the CCCC email distribution system known as GMAS. The information will be deleted once the emails have been sent.

2. What is the Data used for.

Membership Data maybe accessed via the CWACS backend for a variety of purposes to support the running of the club. These include.

- Notification and publication of Events
- Targeted Communications to categories of Members
- General information about the Club
- Security Aspects
- Assisting Emergency Services in the event of an Accident or Emergency

3. General Principles on the Handling of Members Data

Any Data held is intended only for the use of the Club Committee and those Members acting on behalf of the Committee (Social Media Administrator)

Personal Data shall not be passed to any third party person or organisation unless required to assist in the handling of an accident or emergency situation, required by law, or in support of the investigation of criminal activities.

Images may be published on the website or in local press and newsletters for publicity purposes. In these cases members will not be identified by name.

Any member not wanting their images published in this way shall inform the Club Secretary who will ensure that such images are not used.

The Club Secretary shall be responsible for holding personal data (email addresses) on the club laptop hard drive (cloud storage by third party organisations shall not be employed) and will be deleted once the task is complete.

Electronic files shall be password protected and only held on media with further protection applied, if accessible from the internet.

Hard copy and electronic copies of members' data, eg temporary extractions of specific data (email addresses) shall be secured from being accessed when not being used.

Any copies which are not required shall be disposed of securely (for hard copy, shredded as a minimum; for electronic copies deleted from all media).

Data shall only be held for as long as is required to run the club in accordance with Section 2.

Any member requesting it shall be provided with a copy of the data held relating to themselves.

4. Responsibilities

The Club Secretary shall be the primary accessor to the Calshot and Waterside Alliance of Clubs backend and will only use the data to compile an email distribution. However, the Treasurer, Chairman as well as the Social Media administrator do have access to this backend information for the management of our members.

Anyone who accesses personal data shall handle such data in accordance with this policy.

The Club Secretary shall be responsible for ensuring this policy is complied with and that this policy is kept in line with the current Act of Parliament and the resultant regulations.

5. Your rights explained.

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances.
- To object to or restrict how your personal data is processed
- To have your personal data transferred to yourself or to another business in certain circumstances

You have the right to take any complaints about how we process your personal data to the Information Commissioner

<https://ico.org.uk/concerns>

0303 123 1113

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices, to the Club Secretary.