

Chippenham Town Bowls Club

**Data Protection & Social Media Policy**

 **Background and Rationale**

The General Data Protection Regulations (GDPR) are in place to ensure safekeeping of all membership details in accordance with the requirements of the current Data Protection / Privacy Act. Data should not be provided which may identify any individual.

The GDPR policy shall be administered and overseen by the Management Committee, through the appointment of a “GDPR Controller”.

**Objectives, Principles and Practices**

The objectives are to oversee and decide on the use of social media for all matters pertaining to the clubs’ activities and abide by the seven principles published under GDPR as follows

1.Lawfulness, Fairness and Transparency

2 Purpose limitation - Data collected for specific, explicit and legitimate purposes and not processed in an incompatible way. i.e.to furnish Bowls Wiltshire and Bowls England with information to enable bowls matches to be arranged.

3 Data Minimisation – Adequate and relevant and limited to what only is necessary, and this may include – name, address, telephone number, e mail address and date of birth.

4 Accuracy of data.

5 Storage Limitation – kept in a form i.e., paper or digitally which allows identification for no longer than is necessary. When a member leaves the club, their records are removed or destroyed.

6 Integrity and Confidentiality which specifies protection against unauthorised or unlawful processing.

7 Accountability – Means a” Controller” is responsible for compliance with the above.

**Further details**

1.Data will not be transferred outside the club without appropriate steps being taken to ensure the need for that data (as above)

2.Data held will be with the permission of the subject and will be reviewed annually at membership renewal time and steps taken to securely destroy unwanted data.

3.All data will be held securely.

4.No personal data shall be displayed on the club website except for the main points of contact as required and agreed with the person concerned.

5.Any major policy changes will be notified to membership.

**Summary**

The Club will make every effort to protect data and its members’ interests.