

CHRISTCHURCH PROBUS CLUB DATA AUDIT

Getting ready for GDPR

Review all your databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what you need to do. If action is not clear, then highlight questions needing further insight. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

Description	Why is the data held and what is it used for	Basis for processing data	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
Membership application forms	<ul style="list-style-type: none"> • For creation of an email list. • For the creation of a members directory 	Consent given by completion of a consent form	Held by the club secretary and accessible only by him	On paper, kept in a secure filing cabinet	Until the member and wife/partner leaves the club	yes	Review content on the application form. Done 05/06/18
Membership list - computer	For committee member officers to fulfil their roles	Consent given by completion of a consent form	Held by the club secretary Issued by the club secretary to all committee members	Held on the secretary's computer (behind a secure log in). Committee members do not print and file on their computers (behind a secure log in). All correspondence to members is by using blind copying.	Until the member and wife/partner leaves the club	yes	Complete work on Maurice's paper on procedures. Done 05/06/18
Description	Why is the data	Basis for	Who holds the	What security	How long is data	Is this covered	ACTION

	held and what is it used for	processing data	data and who can access it?	controls are in place?	kept for?	by our privacy notice?	REQUIRED
Membership list – printed (in annual membership card)	For members to be able to contact each other	Consent given by completion of a consent form	Held by the club secretary securely on computer and printed and issued by him to all members.	Members will be expected to keep their copies securely and to only take them into public places when absolutely necessary	Until the member and wife/partner leaves the club	yes	Review of content of the membership card. Done 05/06/18 Include on it a statement on useage. Done 05/06/18
Associate membership list	To enable relevant club officers to keep in touch with associate members	Consent given by completion of a consent form.	Held by the club secretary. Issued by the club secretary to the Social Secretaries and Welfare Officer.	Club officers will keep their copies securely on computer. E-mailings will be by blind copying	Until the Associate member leaves the club	yes	Compare work practice with Maurice's paper on procedures. Done 05/06/18
Grapevine list	To enable relevant club officers to share news of sickness and death speedily and compassionately across the club membership.	Consent given by completion of a consent form.	Held by the club secretary. Issued by the club secretary to all committee members	Club officers will keep their copies securely on computer.	Until the member leaves the club	yes	Compare work practice with Maurice's paper on procedures. Done 05/06/18
Birthday list	To enable appropriate good wishes to be offered to members on major milestone birthdays.	Consent given by completion of a consent form.	Held by the club secretary. Information issued to the club president for action	The president will keep the information securely on computer	Until the member leaves the club	yes	Compare work practice with Maurice's paper on procedures. Done 05/06/18

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Data protection Consent forms	To comply with GDP regulations	Consent given by completion of a consent form.	Held by the club secretary.	The secretary will keep the information securely in paper form	Until the member/associate member leaves the club	Yes	none
Email correspondence	For committee member officers to fulfil their roles	Consent given by completion of a consent form.	Held by the relevant club officer and accessible only by him	Club officers will keep all correspondence securely on computer.	Until the purpose of the correspondence is concluded and any possible legal requirement for access to this correspondence has passed	yes	Compare work practice with Maurice's paper on procedures. Done 05/06/18