

## **Procedure for Data held by Christchurch Probus Club**

### **Scope**

The GDPR (General Data Protection Regulation) will apply from 25<sup>th</sup> May 2018 as such Christchurch Probus club intends to follow the procedures set out below which will show our compliance with this regulation.

### **Data held by Christchurch Probus Club**

#### **Members Directory (Held Electronically)**

Members Names, Addresses, Telephone Number, Email Addresses and former Occupation.

#### **Members Directory (Held in Paper Format)**

Members Names, Addresses, Telephone Number, Email Addresses and former Occupation.

**The Members Directory is also given to each member in written format.**

Each member is given the Members directory.

All members can ask for any data held by Christchurch Probus Club not to be published in written format.

#### **Members Birthdays**

Members date of Birth

Stored in electronic format by the club secretary.

#### **Associate Members**

Associate Members Names, Addresses, Telephone Number, Email Addresses

Stored in electronic format by the club secretary.

#### **Grapevine List**

Members Names, Telephone Number, Email Addresses

Stored in electronic format by the club secretary.

### **Procedure**

None of the Data held by Christchurch Probus Club is published electronically. (I. E. On the internet)

The Master copy of all the members Data is held and updated by the Club Secretary.

The above data is stored under one Directory (Christchurch Probus Data) on the Secretaries computer.

The above data is held by the club to enable it to communicate with its members.

Some of the above data may also be held by Committee members who will also store it under one Directory (Christchurch Probus Data)

The members Directory will also be held by the 1. The Treasurer, 2. The Dining Secretary and the 3. Social secretary to enable:

1. To receive subscriptions
2. To organise our lunches and social dinners
3. To organise our social events.

### **Deletion of Data mentioned**

Each Committee member will store all communication under two separate Directories (Christchurch Probus Communication Received and Christchurch Probus Communication Sent). These Directories shall be deleted as soon as possible after the member leaves the committee/Office and always at the end of 10 years, unless retention is authorised by the committee.

All communication by the Christchurch Probus Club committee members is stored by the committee members in electronic format and is fully traceable.

All emails sent by the committee member are sent by bcc (blind carbon copy) to members. The format being the committee member will send the email to himself and bcc all the members he wants to contact.

Each year at the full committee meeting after the AGM, these procedures shall be reviewed.