PTBC DATA PROTECTION POLICY

Purpose of the Policy - Ensures the Club complies with GDPR in how it collects, stores, processes, and deletes members' personal data.

Commits to handling data fairly, lawfully, transparently, for specific legitimate purposes, kept accurate, secure, and only as long as necessary.

The Club Committee acts as the Data Controller, with day-to-day responsibility.

Data Collection

Data is collected through membership applications and annual renewals, where members give informed consent.

The Club collects only data needed to operate effectively, including:

- Name, address, email, phone numbers
- Date of birth, gender
- Emergency contact details
- Membership status and payments
- Photographs (used in newsletters/website)
- Match records (for prizes, selection, and website updates)

No data is used for marketing, though anonymised analytics may support club promotion.

Data Processing

- Processing includes collection, usage, storage, and deletion.
- Data is kept only while relevant; irrelevant data is deleted.

No data is shared with third parties.

Club-wide emails use BCC to protect member addresses.

Specific officers hold only the data required for their roles (Secretary, Treasurer, Captains, Competition Secretary).

Data Storage

From 2024 onwards, data is stored in Microsoft Office documents and Excel databases on committee members' home computers, with local or cloud backups.
When an officer leaves their role, they must delete all Club data from their devices.

Data Deletion Rules

Data is deleted when:

- A member informs the Secretary they are leaving (normally within 5 days).
- A member fails to renew membership.
- Annual deletion date: 1st May.
- After deletion, returning members must reapply as new.

Individual Rights

Members have the right to:

- Be informed about what data is held.
- View their data (Secretary responds within 30 days).

- Request corrections.
- Request deletion or restriction of processing (subject to Committee review, as it may affect membership viability).
- Make complaints to the Secretary, President, or ultimately the ICO.

Policy Review

The Committee must review the policy every two years.