

Kingston Maurward Croquet Club Data Protection Policy and Consent Form

From 25 May 2018 KMCC has to comply with the EU “General Data Protection Regulation” or GDPR as amended by the UK Data Protection Bill.

We will:

- Only hold information about you which we need to administer and promote the activities of the Club.
- Keep that information secure.
- Ensure the information is up to date based on what you have told us.
- Allow you to see the information we hold about you on request.
- Erase that information when you cease to be a member of the club for any reason.

Personal data we hold

We hold data which you provide on your membership application, renewal forms or otherwise: Name, address, telephone number(s) and email address. If your details change please let the Membership Secretary know.

Use of data by the Club

- We will only use your contact details (usually email) to manage the Club and its routine activities (matches, events, membership etc) and to send you information directly related to the Club and its activities.
- We will not give your contact details to other members without your specific consent.
- We will not share your data with anyone else without your permission.

Security

Your data is kept on spreadsheets created by the Membership Secretary and is password controlled. Access is restricted to Committee Members and Match Managers.

Your rights

You are entitled to see your personal data, have it amended or have it deleted. You can also ask us to restrict how we use it. Please contact the Membership Secretary with any requests. We will erase your data when you cease to be a member.

Kingston Maurward Croquet Club – Membership List Consent Form

Each year the Club circulates a Membership List to all members showing members’ names, telephone numbers and email addresses. We do this to enable members to arrange friendly games with other members. Do you consent to have your personal details included in that list?

YES* / NO* (please delete as appropriate)

(If you want only your phone number(s) or email address to be shown, please specify below.)

Member’s Name..... Signature.....

Date