

Cockfosters Bowling Club

General Data Protection Regulation (GDPR) - Audit of Information held by the club: 9 March 2018

What information do we hold?

We hold members details including the following:

Address; phone number; e-mail address; nature of membership (playing or social) and club office. This information is held in a Dropbox database which can be accessed by the secretary and the committee, secured by a password.

A list of members phone numbers is circulated to all members and is on display in the clubhouse.

Where does the information come from?

The above information is obtained and updated from the annual membership renewal forms.

How is it stored?

It is stored on a Dropbox database which is accessible by committee members. Members phone numbers are on a list distributed to all members and displayed in the clubhouse. This is to facilitate the organisation of games and other club activities.

Who do we share this data with?

As noted above members phone numbers are included on a list which is shared with all other members. Members postal and email addresses when supplied, is held on a list held on the Dropbox database which is accessible by committee members and which is used by the secretary, the social secretary and the treasurer to contact members about membership and club news and/or activities. This information is not shared with outside organisations.

As we communicate by email it is noted that all the addressees email addresses will be visible to other addressees.

How often do we review it?

The list is updated as new members join or leave and is comprehensively reviewed annually by the secretary when the membership renewals are sent out in January.

Registration with the ICO

I have undertaken a self-assessment on the ICO website (copy attached) and this concludes that there is no requirement to register.

Conclusions

1. We conclude that our procedures for the storage of Personal Data is adequate, relevant and non-excessive.
2. That our processes for using that data are legitimate for the functioning of the club.
3. However, in future years our membership renewal forms should be amended so that the data notice reads:

“Cockfosters Bowling Club will use the data supplied on this form to prepare a list of members. Your name and phone number will be shared with all members to facilitate the organisation of club activities. Your email address will be used by the club to contact you about membership, club news and activities and may be visible to other members also in receipt of those emails. Your address will only be accessible to committee members and only used to communicate by post about club activities. None of this data will be shared by outside organisations. Please let us know in writing if you want your data to be handled differently.”