

## **GDPR - General Data Protection Regulation- Welwyn Hatfield Volleyball Club (WHVC)**

*Effective from May 25th 2018*

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### **1. What data is held?**

WHVC stores personal data such as, name, email address, phone number and emergency contact as provided by the member on their membership form.

### **2. Where is the data stored?**

The information is stored electronically in a protected Dropbox folder owned by the club treasurer. This folder is shared with the club committee members only. The last completed membership form is retained by the club secretary. Email addresses are also held as a contact group on Google groups with the purpose of sending emails containing club information to all club members. Lastly, the email address is stored at Bluehost webmail (Bluehost.com) in order to create email aliases of the form [firstname@whvc.org.uk](mailto:firstname@whvc.org.uk).

For the juniors no electronic data base is maintained and the information is retained by the junior coach.

### **3. What is the data used for?**

WHVC uses the data to administer memberships from year to year and to email out notifications of the AGM and any events or competitions that are taking place. If agreed to on the membership form, your email address and phone number are also used to set up an account in Teamer.com, which is used to organize matches by the team captains. Data protection regulation for Teamer can be found on <https://teamer.net/privacy>.

### **4. What consents were obtained in regard to use of the data?**

The consents obtained in the past related to receiving emails, setting up an email alias and teamer account.

From 1st September 2018 a revised membership form will be introduced so that members have to give specific consent for data use (that is opt-in rather than opt-out).

All members prior to 1st of September 2018 who consented to receiving club emails will be emailed and asked to re-consent based on the information in this document.

### **5. Is the data shared with third parties?**

Membership data is NEVER passed to any third parties with the exception of the communication platforms (bluehost, google groups and teamer).

### **6. Can I see my data?**

Individuals are entitled to see the data held on them and any request must be complied with within 1 month. Please make a request to [secretary@whvc.org.uk](mailto:secretary@whvc.org.uk)

### **7. Is my data displayed anywhere?**

Membership data is not displayed anywhere. Email aliases of committee members are displayed on the website [whvc.org.uk](http://whvc.org.uk) to facilitate club communication.

### **8. Photographs**

Photographs may be taken at events and displayed on our website or sent to the local paper. Consent from all those appearing in the photographs will be obtained prior to use. For juniors, no personal identifiable information will be displayed with the pictures.

### **9. How long is the data kept after membership lapses or is cancelled?**

From 25<sup>th</sup> of May 2018 the Club will ensure that personal information of any members, whose membership has lapsed or been cancelled, will be safely destroyed within 12 months.

### **10. What happens if your data gets stolen or in case of a data breach?**

You will be informed within 72 hours of detection of data breach by the WHVC committee and the information commissioner's office of the UK will be notified as required by law.

### **11. What happens if my data is incorrect or has changed?**

Please notify the WHVC secretary, who will adjust the data base within one month with the supplied information.

Any queries? Please email [secretary@whvc.org.uk](mailto:secretary@whvc.org.uk)

Note: this information can also be viewed on <http://www.whvc.org.uk/documents/>