

South London Warlords Club Data Protection Policy

v1 April 2018

1. The Club recognises that it falls under the provisions of the General Data Protection Regulations (the GDPR), by nature of holding personal data on Members and on clubs and traders attending Salute. We take our responsibility seriously and this Policy lays out how we will meet our obligations under the GDPR in a proportionate manner, drawing on ICO advice: <https://ico.org.uk/for-organisations/business/guide-to-the-general-data-protection-regulation-gdpr-faqs>

Part A Members Details

2. Members will be asked as part of their annual membership application or refresh to positively affirm that they are content for the Club to hold personal details on the basis of this policy.
3. Member details the Club hold will be: names, address, employment status (for membership fee purposes), contact emails and phone numbers. The club will hold this data for a maximum of 14 months after last confirmation from a Member that their data may be held. This data will be secured on the membership database by password with access only for Committee members through the Membership Secretary.
4. This data will be used for the following uses:
 - advising Members of official Club business such as AGMs
 - sharing official Club publications such as the Club magazine ComPost
 - for purposes of administering and moderating the Club Forum, Blog, Club/Salute external Facebook page or other online Club systems.
 - arranging shifts and other administration in regard to the Salute show
5. The Club Committee will not pass on to third parties any of the information it holds on members without the express and specific permission of that member.
6. A Member may at any time request that the Club delete their data or exempt them from any communications. This request should be made in writing, preferably by email, to the Membership Secretary.
7. The Club will use reputable suppliers for websites, blogging sites etc and seek assurance that those suppliers can demonstrate GDPR compliance. The private Facebook page used by Members is not a Club provided facility and users should make themselves aware of Facebook's terms and conditions on data use.

Part B Traders/Clubs/Gamers/Customers at the Salute Show

8. Traders, Clubs and Gamers booking a stand or game space at Salute will be asked as part of their applications to positively affirm that they are content for the Club to hold personal details on the basis of this policy.
9. The details the Club hold will be: names, address, website and social media links, contact emails and phone numbers.
10. This data will be used for the following:
 - for purposes of administering the club/trader/gamer presence at Salute
 - to create lists of clubs/traders attending for on line and printed promotions and articles
 - used by a contracted third party to make plans and layouts for Salute administration
11. The Club Committee will not pass on to third parties any of the information it holds without the express and specific permission of the affected person.
12. The Club will use reputable suppliers for websites, blogging sites etc and seek assurance that those suppliers can demonstrate GDPR compliance. The Club does not and will not hold details of Salute customers but again will seek assurance that our chosen online ticket sales provider can demonstrate GDPR compliance.

Part C Complaints and Compliance

13. Under the GPDR, the Club is not required to either register with the Information Commissioner, nor have a compliance officer, and therefore chooses not to.
14. Any complaints on how the Club handles data should be addressed to the Club President who will, with the Committee decide an appropriate response within 21 days.

SLW April 2018