

## GENERAL DATA PROTECTION REGULATION (GDPR)

### PRIVACY STATEMENT

This statement by the Holsworthy ARC (hereafter referred to as the Club) informs you about what personal information the Club holds about you, why it is needed, and the steps the Club takes to protect its security. Your rights to request further information regarding your personal data held by the Club, or to withdraw permission for its use or retention, and to whom such requests should be directed, are also explained.

It is most important that you fully read and understand this Privacy Statement.

Please do not hesitate to contact any Club Official if you require further clarification.

Personal Data held of Club Members

For any Club Member , the following personal data is held :-

Name

Callsign (if applicable)

E Mail address

Home address

Telephone number

Membership Number

Receipt number

This data is controlled and maintained by a Data Controller/Processor whose contact details are given on the Club Website

In addition, any photograph containing an image of a member is deemed within the terms of the new Data Protection Act to constitute personal data.

The above members' personal data enables the Club to :-

Maintain a membership list (requires all of the above data)

Maintain a Club Newsletter e mail mailing list (requires Name, Callsign, e mail address)

Maintain contact details in the event of the Club being wound down (requires Name, Home address)

In addition, for Club Officers, Committee members and members holding specific responsibilities (including the Club Data Controller/Processor), the above personal data enables the Club to :-

Publish in the Club Newsletter, the Name and Callsign of all current Club Officers, Committee members and members holding specific responsibilities, and in addition publish the Name, Callsign, and E Mail address for both the Club Secretary and Newsletter Editor.

No data is made available to third parties without any member's specific permission.

How Members' Data is Stored and Protected, Members personal data is stored on paper file and on computer in a secure area accessible only to the Club Data Controller/Processor, The data can only be edited by the Club Data Controller and Processor.

Members' personal data is only held for fully paid up members of the Holsworthy ARC.

Once a member's membership ceases or lapses through non renewal (presently based upon non renewal by the end of May) their personal details will be held for one year and then deleted.

Honorary members personal details are treated as for paid up members except that Honorary members have life membership or until the Club is wound down, whichever is the sooner.

If an Honorary member wishes to resign from the Club, then their details will be deleted.

Rights of Members to either give or refuse Permission for their Data to be Held

Having read and understood the full implications of the Club Privacy Statement, every Club Member will be asked to complete an Agreement Form which gives or denies permission for their Data to be held by the Club and any photographic images to be used on the Club Website.

If permission is withheld, then members should be aware that Club Newsletters and/or Club Communications would no longer be sent to them via by Email.

Holsworthy Amateur Radio Club,  
May 2018

