Fressingfield Oily Rag Club
General Data Protection Policy

Introduction.
This policy explains how FORC comply with the requirements of the 'General Data Protection Regulations' (GDPR) 2018.

The club has entered into a Contractual Relationship with 'WebCollect' for the processing and maintenance of the club member's data in a legitimate and controlled way. Follow this link to see the details of the Contractual Relationship and data protection applied:
https://webcollect.org.uk/help-topic/data-processing-agreement

Data Control.
The FORC Committee is the **Data Controller** for the personal information we process, unless otherwise stated.
All reporting and club distribution of information will emanate from this WebCollect software database.

WebCollect will not share FORC members' information with any third parties, except for the limited purpose of processing payments.
WebCollect will not contact FORC members for any marketing purposes, .
WebCollect will never display advertising on FORC pages, except for a small WebCollect logo.

Access to this information is set by the **Data Controller** and is limited to the committee members, i.e. chairman, club secretary and treasurer, plus IT Coordinator

Group e-mails sent from the club WebCollect database will use the BCC facility and not display other members e-mail addresses.

Financial Data.
No financial data of members is held by FORC. Payments are only received by cash, BACS transfer and cheques of which personal data is not retained. Members names only, against payment requirements is maintained.

External Third Parties.
Personal information is not given or shared to third parties except when handling a booking transaction and where specifically required for the purpose of the booking. This is normally completed by the member as part of the booking process.

The Contractual Responsibility with WebCollect protects member's data held by WebCollect.

Individuals Rights.
Members have the right to request and receive information of the data held on them by the club. This request is made through the contacts page on the FORC web page.

Data Retention
All electronic data will be kept for 6 weeks after a member's subscription has ended.

1. All personal data is held securely on WebCollect or Pixel Internet Limited servers housed within the UK.
2. Personal data is never sold or otherwise given away to anyone else.

Data Breaches
It is incumbent for all Committee members to detect and report any alleged data breaches and for the committee to investigate and report on any incidents as required under the GDPR act.

24 April 2019