

Club Guidelines for GDPR

Familiarise yourself with the Club’s Privacy Notice and GDPR

Understanding the impact of GDPR and implications for our club

document (available on website (to be announced))

Lock your PC when leaving unattended.

Don’t share or write down passwords for your computer, or our Club

database.

Don’t leave personal data out in an accessible or public area.

Dispose of confidential data by shredding it– never recycle it and never

put it in a waste paper basket.

Don’t write anything in an email about a club member that you wouldn’t

want them to read.

When sending emails to a group of people, email addresses should be

entered in to blind copy (bcc).

Do not give information about any club member to anyone, unless

Committee approval has been sought.

If a third party makes contact on behalf of a club member, make sure

the data subject has provided “consent” for that third party person to

act on their behalf (this includes external organisations).

Do not underestimate the importance of data protection and its

potential consequences.

Respect others people’s data in the same way that you would expect

other people to respect yours – keep it secure at all times.

Remember that a loss of data can lead to identity theft, fraud and

money laundering offences, so take care.

Contact a member of the Club Committee immediately for any of the

following:

o You become aware of a security incident or personal data breach

o You receive a data protection complaint

o You want some advice and assistance on a GDPR/data protection

issue