



MBA Dover

Data Protection Policy

04 May 2018

The General Data Protection Regulation (GDPR) is an EEC Regulation that comes into force on 25th May 2018. It strengthens the existing requirements of the Data Protection Act 1988. While the GDPR is aimed primarily at businesses, there are elements that apply to any organisation holding personal data such as names and contact details in order to protect the privacy of individuals.

Personal data is data relating to living individuals who can be identified from that data. It need not be confidential data. Examples include the data held by Model Boat Association Dover (MBAD) i.e. Names, Addresses, Telephone Numbers and Email addresses.

MBA Dover Membership List:

MBAD holds the above personal data in the form of a Membership List to enable effective communication with its members, relating solely to MBA Dover information and activities.

The primary Membership List is held and kept up to date by the MBAD Treasurer / Membership Secretary, who holds the information securely, retained solely for MBAD use.

Membership Application Forms:

On joining applicants are required to complete a Membership Application Form and return it with payment of fees to the Treasurer/Membership Secretary. This form requests name and contact details and will now include the following statement to obtain consent:

Model Boat Association Dover (MBAD) requests the above personal data solely to enable the committee to keep members updated on events and activities. The MBAD committee undertakes to hold this data securely in accordance with current data protection regulations. Signing and dating this form confirms your consent to MBAD holding this data. Please inform us if you wish to withdraw your consent at any time.

Current members will be circulated with the above statement to add their contact information, sign, date and return to Treasurer/Membership Secretary.

Redundant (out of date) paper copies of Membership Lists or Membership Application Forms will be disposed of securely e.g. by shredding. Similarly, redundant computer files/records will be deleted and, where appropriate, disposed of securely.

Communications with Membership:

Members agree to share their contact details with current MBAD committee members (Chairman, Secretary, Treasurer/Membership Secretary, Scale Secretary, Yacht Representative & Webmaster) solely for the purpose of being kept updated on events and activities of the MBAD.

When communicating MBAD information by email to the entire membership, MBAD will use blind copy (bcc) in order to protect the email addresses of members e.g. Meeting Minutes, Newsletters etc. Other smaller, specific "sub group" Email communication requiring recipient interaction will be use normal Email settings i.e. showing all recipients, to allow "copy all" replies e.g. MBAD event proposals, results, etc.



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Chairman: Peter Cook

Date: 06-04-2018

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Secretary: Alan Poole

Date: 6th May 18

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Treasurer / Membership Secretary: Ted Goldring

Date: 6th May 18