

Devizes Bowls Club Data Protection & Social Media Policy

01	Responsibility
	The Data Protection and Social Media policy shall be administered and overseen by the Management Committee.
02	Objectives/Management of data
a)	To ensure the safekeeping of all membership details in accordance with the requirements of the current Data Protection / Privacy Act (hereafter referred to as the GDPR).
b)	To decide and oversee procedures on the use of social media for all matters pertaining to the clubs' activities.
c)	To abide by the seven principles published under the GDPR as follows:- <ul style="list-style-type: none"> i. Lawfulness, Fairness and Transparency ii. Purpose Limitation – Data collected for a specific, explicit and legitimate purposes and not further processed in an incompatible way iii. Data Minimisation – Adequate and, relevant and limited to what is necessary iv. Accuracy – Where necessary kept up to date v. Storage Limitation – Kept in a form which permits identification for no longer than necessary vi. Integrity and Confidentiality –The new security principle specifies protection against unauthorised or unlawful processing against accident loss, destruction of damage using appropriate technical or organisational measures. vii. Accountability - Means that a Controller is responsible for compliance with the above
d)	Data will not be transferred outside the club without appropriate steps being taken to ensure the need for that data.
e)	All data within the club will be held only with the permission of the data subject. All data will be reviewed annually at membership renewal time and adequate steps taken to securely destroy unwanted data.
f)	All data will be kept securely in the club safe.
03	Data protection
a)	All data within the club will be held only with the permission of the data subject.
b)	All data will be reviewed annually at membership renewal time and adequate steps taken to
c)	securely destroy unwanted data.
d)	All data will be kept securely in the club safe.
04	Social Media
a)	No personal data shall be displayed on the clubs website with the exception of the main point/points of contact/contacts as required and agreed with the personnel concerned.
b)	The use of social media applications, other than the website, for communicating information about the club and/or its members is permitted provided full compliance with the data protection act and good management is applied.

Dated August 2018