

## **Christchurch ARS - Privacy Policy (GDPR)**

The law requires consent from members to record and share their personal details.

This policy document describes what we need, why we need it, and how it is managed.

Christchurch Amateur Radio Society will comply with the Data Protection Act (GDPR) as follows:

- Storing of Information
  - o This paper sheet is stored in a secure container at the home of the Club Membership Officer.
  - o An electronic copy transcribed from above to a spreadsheet which is password protected.
  - o The spreadsheet master is maintained by the Club Membership Officer who performs the role of 'Data Controller'.
- Sharing of Information
  - o The membership list, and password, is shared only with:
    - The Chair, for compliance,
    - The Treasurer, for financial audit and subscription purposes.
    - Other members of the Committee for internal Club use and resilience.
  - o Name and Call-Sign for Newsletter, Website, Facebook, Twitter or external articles.
  - o As required by a legal authority or process.
  - o If a member requires the contact details of another, they must contact the Club Membership Officer who will act as a conduit and if both parties consent to their details being shared connect the individuals as requested. Initial contacts will be anonymised.
- Compliance
  - o Christchurch ARS is a 'not-for-profit' Club and exempt from some legislation.
  - o Concerns should be addressed in the first instance to the Chair.
  - o The Chair can, at any time, require an information/data audit to ensure compliance.
- Subject Access
  - o A member can apply for a copy of the information we keep by application to the Club Membership Officer. They will receive a copy the data applicable to them only.
  - o If a member wishes to change or delete any of their information at any time, they can do so by contacting the Club Membership Officer.
  - o All club officials who at any time held such information will be required to confirm in writing (or via email) to the Data Controller that such information as been permanently deleted or destroyed.
  - o Your details (all or in part) will be removed on request, when membership expires and is not renewed or when it is no longer necessary.

**This document forms part of the Christchurch ARS constitution.**