



## **Brooklands Sports Club**

### **MEMBERSHIP - PRIVACY POLICY**

This Privacy Policy tells Members and prospective Members what to expect when Brooklands Sports Club collects personal data from its Members and explains how that data is stored.

The definitions used in this document are the same as those used in the Byelaws, Rules and Regulations of the Club.

#### **1. GATHERING OF DATA**

1.1 In order to make an application to join Brooklands Sports Club, prospective Members must provide personal data which they enter onto membership application forms.

1.2 It is necessary for the Club to obtain and record the data gathered on these forms in order to administer its Membership and in order to collect Membership subscriptions. The Club considers that the data gathered is sufficient but not excessive for these purposes.

1.3 By providing the Club with personal data on membership application forms and by other means, Members consent to the recording and processing of their data for the purposes and in the manner set out in this Privacy Policy.

#### **2. STORAGE OF DATA**

2.1 The personal data which is gathered when Members apply to join the Club, and any updates to that data collected at a later date to reflect changes to the circumstances of a Member, are entered onto a computer database and stored electronically.

2.2 The computer database containing Member data is protected by two layers of encryption and is only accessible by the Membership Secretary and those to whom the Membership Secretary may delegate membership administration tasks.

2.3 The computer database is backed-up regularly and the backup is stored in encrypted form at a separate location to the main database to minimise the risk of data loss.

2.4 The Club will record and process personal data relating to all of its Members for as long as they remain Members of the Club. When a Member resigns their Membership or ceases to be a Member for any other reason, their personal details may be retained on the database for several years in order to allow that Member to be quickly reinstated or in order to answer any queries which relate to that Member's payment of subscriptions or time as a Member of the Club.

#### **3. ACCURACY OF DATA**

3.1 The Club will take all reasonable and necessary steps to ensure that the personal data gathered from Members is accurate and is kept up-to-date for as long as each Member remains a Member of the Club.

3.2 The Membership Secretary will record any changes to the circumstances of a Member of which he is notified by entering these changes onto the database as soon as reasonably practicable after such notification is received.

3.3 Where data relating to a Member is provided by a third party and recorded on the database, a note will be made of the source of that data wherever reasonably possible.

3.4 If a Member considers that the Club holds data which relates to them and which is inaccurate, they may make a written request to the Membership Secretary to have such inaccuracies corrected or erased. The Membership Secretary will comply with such requests unless he considers that it would not be reasonable to do so.

#### **4. USE OF DATA**

4.1 It may be necessary for the Club to share some of the personal data which it collects from Members with National Governing Bodies of the sports which the Club caters for and/or with certain other public bodies. In such cases, the Club will share the minimum amount of personal data which is necessary in the circumstances.

4.2 Other than as set out above, personal data which the Club collects from Members will not be shared with any third party (i.e. anyone who is not an Officer of the Club) without the prior consent of each Member.

4.3 The Membership Secretary will regularly share data relating to all Members of the Club with the Sectional Membership Liaison Officer of each Section in order to allow the Sections to monitor and administer their own Members.

4.4 Personal data which the Club collects from Members may be used to inform Members of activities, events and opportunities within the Club and, in certain limited circumstances, for internal marketing. If Members do not wish their data to be used for these purposes, they may inform the Membership Secretary of this fact in writing.

#### **5. ACCESS TO DATA**

5.1 Each Member of the Club is entitled to request a copy of all the personal data which the Club holds on its database which relates to them. The Club will provide such data within one month of receiving a request but may charge a small fee for doing so.

5.2 If a Member or ex-Member considers that the processing of their personal data by the Club is causing them unwarranted and substantial damage or distress they may request that the Club stops processing their data. Such a request must be made in writing to the Membership Secretary and must set out the reasons why the Member believes that the processing is having this effect. Upon receipt of such a request, the Membership Secretary may stop processing that Member or ex-Member's data unless he considers that continued processing is necessary in order to collect subscriptions which are owed to the Club.

#### **6. DATA PROTECTION ACT 1998 (THE "ACT")**

6.1 The Club is confident that it falls under the exemption from notification for 'not-for-profit' organisations contained in the Act and is not therefore required to notify the Information Commissioner of its status as a Data Controller.

6.2 The Club has considered the principles of data protection contained in the Act and believes that the ways in which it processes the personal data of its Members comply with the principles and requirements of the Act.

#### **7. COMPLAINTS OR QUERIES**

7.1 The Club tries to meet the highest standards when collecting and using personal data. For this reason, it takes any complaints it receives about this very seriously. People are encouraged to bring it to the Club's attention if they think that the Club's collection

or use of data is unfair, misleading or inappropriate. The Club would also welcome any suggestions for improving its procedures.

- 7.2 This Privacy Policy was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of the Club's collection and use of personal information. However, the Club is happy to provide any additional information or explanation needed. Any such requests should be sent to the address below.

## 8. **CHANGES TO THIS PRIVACY POLICY**

- 8.1 The Club keeps this Privacy Policy under regular review and will place any updates to the policy on the Club website. This policy was last updated on 1 June 2010.

## 9. **HOW TO CONTACT US**

- 9.1 Requests for information about this privacy policy can be made to the Data Protection Officer by writing to:

Data Protection Officer  
Brooklands Sports Club  
Whitehall Road  
Sale  
M33 3NL