

IVCMAC Data Protection and Privacy Policy

This policy outlines how we control our members personal data which we hold with their consent for the efficient running of our club. We will keep this secure and will not divulge it to anyone without the owners consent.

Personal data means name, address, phone numbers, e-mail addresses, photos, videos etc.

1. **Consent to hold members personal data** – Personal data is collected annually using the membership application form. This form asks for the members consent for the club to use their personal data for club administration and news, and states that it will be handled securely in line with this Data Protection and Privacy Policy.
2. **Control of members personal data** – This will be held securely by committee members only, either on a computer or as hard copy. Members data held on computers will be password protected.
3. **Accuracy** – The membership secretary is the committee member responsible for collecting members personal data and will ensure that this is accurate and checked / updated annually.
4. **Official Club e-mail communications to all club members** – This refers to Newsletters, updates etc and should be sent to members as “blind copies” so that members e-mail addresses are not divulged to everyone else. Note that this does not apply to small groups of members communicating amongst themselves.
5. **Club website, YouTube videos and Newsletters** – The information we put in the Newsletter and online may contain Photographs and videos of club members. Other than the members photograph, video or name, we will not publish any other personal data without their additional consent.
6. **When members leave the club** – All personal data will be deleted when members leave the club.
7. **Club Data Protection Officer** - This is Alan Paul, who should be contacted if a member has any query regarding the clubs use of their personal data.

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