**Lancashire & Merseyside Field Trial Society**

**General Data Protection Regulations 2018 (GDPR) – Effective August 2018**

**DATA RETENTION, PROTECTION AND DATA PRIVACY POLICY**

The Lancashire & Merseyside Field Trial Society (LMFTS) is committed to handling your information responsibly, by protecting your personal information and respecting your privacy, and will only retain personal data as long as you remain a member of the Club or to satisfy any legitimate legal, accounting or reporting requirements.

For the Data Protection & GDPR, the clubs Committee member(s) responsible for the management of the club’s membership database will have access database, and will be manage current and future membership subscriptions by ensuring;

* Consent must be freely given, specific, informed and unambiguous.
* Information will used responsibly, fairly and be managed transparently
* Data will be maintained, kept up to date and will ensure accuracy
* Data will only be retained as long as necessary
* Junior Members under 13 years of age will require, and only be valid with parental authorisation.
* Members Personal data will not be shared with 3rd party organisations. Personal Data can only be shared with specific consent of those club members involved.
* Data will be retained in a responsible and secure method, and will not be shared with other club officials, without a legitimate reason.

This Retention, Protection and Privacy Policy may be updated from time to time, any changes will be posted on our website www.LMFTS.co.uk

**Members Personal Data Held**

Membership details held on the data base consist of;

* Member’s name
* Members Address
* Members Email and telephone numbers
* Membership Type

Member details are updated regularly and verified during the annual membership renewal. No additional information other than what is provided by each club member is collected or held by LMFTS. Information supplied which not appropriate is removed and deleted from the Club’s data base.

LMFTS will contact members whose contact details require updating, or in the event of any late subscription payments. If payments are not received in a timely manner, then all details relating to the member will be removed and deleted from the clubs database.

It is also necessary that LMFTS retains club members financial records for seven years. This will consist of the LMFTS bank statements, cheque stubs etc. These are kept as a paper record and destroyed at the end of the seventh full year.

Committee minutes and documents relating to Annual General Meetings and Special General Meetings are retained as a record of Club business and of policies agreed.

**Use of Data**

The LMFTS will only use members personal data for keeping you advised of events and activities run by the Club or for administration purposes, upholding Club rules and to assist with queries, complaints or for dispute resolution.

We may also use your personal information where it is needed for official purposes (these instances are likely to be rare).

We will also require processing information and relating to events, for example, Sponsors, Exhibitor, marshals and judges. This data will only be used for organising and running events, then all such information will be deleted from the LMFTS records and files.

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**Your Rights**

**Disclosure of Data**

As previously stated throughout this policy document, Personal information will not be shared with any 3rd Party, without expressed permission of those involved, however information may be shared with the Club’s Chair, or relevant committee members when necessary.

In appropriate circumstances LMFTS may disclose data to authorised bodies as required by UK law.

LMFTS does not use cookies, or any other methods of tracking website visits.

**Your Rights**

By becoming a member of the LMFTS you are agreeing to the Club using the data you provide to advise members of events and activities organised by the Club on behalf of its members.

At any time, you may apply in writing or by email to the LMFTS Club Membership Secretary requesting:

1. What information is held in your name - this information to be supplied within 40 days of the date of request being made
2. That any part of the information held in your name be deleted or amended.

The LMFTS will only hold your information for the duration of your membership (except in circumstances detailed in other areas of this Policy).