

Policy Number: Policy 007.02

Policy Title: Data Protection Policy

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28/05/23

Revision History**Revision 01**

- Initial Draft

Revision 02

- Change of Document due to change of Committee Members

Introduction

This policy describes WHSC's commitment to protect the rights and privacy of individuals in accordance with the Data Protection Acts.

WHSC is committed to protecting your privacy. WHSC stores any information provided by you in order to provide WHSC services and products. WHSC does not sell, rent, or lease its customer lists to any third parties. This Data Protection Policy applies to WHSC and describes the following:

- The collection of data.
- The use and disclosure of information.
- The retention of data.

Collection of Data

All Data will be obtained fairly.

WHSC collects data for the following purposes:

- To maintain our membership database
- To perform accounting and other record-keeping functions
- To provide membership and staff services
- To verify members identity

WHSC will take responsible steps to ensure that the data held will be accurate and complete and, where necessary, kept up to date. That the data will be adequate, relevant, and not excessive in relation to the purposes for which it was obtained. That all acquisition methods (e.g., membership, event registrations, etc.) will have a clear information piece explaining any intended purposes.

Use and Disclosure of Information

WHSC collects and uses data to operate WHSC and deliver services.

- Data will be kept only for clear and legal purposes.
- All Data will be processed fairly and in keeping with the purposes for which it was obtained.
- Data will not be used, disclosed, or processed in any manner incompatible with the purposes for which it was obtained.
- Under no circumstances will lists of member data/information (i.e., mailing lists or database information) be disclosed to a third party for that third party's exploitation or use.
- Data may be used to contact our members in relation to club activities and membership or to inform them of other products or services available from the

WHSC. WHSC may also contact them via surveys to conduct research about their opinion of current services or of potential new services that may be offered.

- WHSC will only disclose personal information if required to do so by law or in the good faith belief that such action is necessary.

Retention

- Data will be kept for no longer than is necessary for the primary purpose for which it was obtained.
- In the case of lapsed members, a facility is provided to unsubscribe from future communications.
- Data will be retained for any period required by law.

Changes to this Statement

WHSC will update this Data Protection Policy to reflect legal updates and/or club and customer feedback.

