

Data Protection Policy for Bleach Lough Anglers

Bleach Lough Anglers as data collectors recognise the obligations of transparency, security and accountability imposed by the General Data Regulation of 25th May 2018.

1. Data Collection

- a. Data is collected by the completion of an application form for club membership and for a fishing permit.
- b. The following data is requested from applicants
 - i. Name & Address for the purpose of insurance, communication of AGM notice, distribution of raffle tickets and any other information in relation to their club membership.
 - ii. Mobile and telephone numbers – consent is requested for contacting members by text message or e-mail for the purpose of receiving notifications and information in relation to club activities. All members have the right to change their minds and have this service stopped by notification to the secretary.
 - iii. Date of birth is required to determine the annual fee applicable for membership to the club.
 - iv. Application forms for minors must be signed by parent or guardian.

2. Data Retention

- a. Data will be held on the club computer which is solely for that purpose.
- b. Annual application forms for membership and fishing permit will be held by the Club Treasurer and retained for a period of 3 years only.
- c. Access to data is confined to club chairman, secretary, treasurer and manager of IT system.
- d. All data in relation to individuals who are no longer members will be deleted after a period of 3 years.
- e. All data held on the death of a member or previous member will be deleted no longer than six months.
- f. CCTV footage will be retained for a period of 3 months only except for items downloaded for investigation of illegal activity.
- g. Access to data
 - i. Club chairman, secretary, treasurer and manager of IT system.
 - ii. Any legal representative or other professional providing advice to the club on a need to know basis.

3. Members Access to data

- a. Personal data held on members must be made available within a period of 30 days from the date of the request. Request must be made in writing to the club secretary.
- b. Any request for the deletion of existing data or changes to the existing data must be completed in not more than 30 day period.

4. Third Party Access

- a. No access will be provided to any third party

5. Reporting of Data Breaches

- a. Any unauthorised breach of the data held must be reported to the D.P.C within 72 hours and the individual whose data is breached must be informed of same.