



GDPR data inventory for clubs

The Sikorski Memorial House Date completed/reviewed: March 2024

Completed by: Kenneth Rybarczyk (Committee & Board of Trustees)

Type of personal data	Location of data	Who has access to the data	Level of security	Data retention period
<u>Membership Database</u> Name, address, phone, email (optional), date of birth, membership category, membership expiry, occupation (optional), record of payments. Information obtained by consent in the membership application form.	Electronic database on computer in Lotus Approach format. Backed up on Kualo (our web hosts) secure Linux based servers with SSL.	Board of Trustees	Password protected (hierarchical). Computer kept in society's office which has security locks fitted. Data backup stored on website server which is SSL certified (encrypted)	Data kept until cancellation of membership or a request for removal is received.
<u>Printed Membership book</u> Name, post code (not full address), phone, membership expiry date. Referred to as our "Membership Book".	Kept behind the bar	Manager and bar staff only	Bar is staffed or securely locked	Membership book is refreshed annually and previous copies are safely disposed of.
<u>Mass email list</u> Name, email Information obtained by consent in the membership application form or by the opting-in form on our website or facebook page.	Mailchimp servers	Membership secretary and other board members on request	Password protected on secure servers	List is entirely open for anyone to either subscribe to or unsubscribe from at any time.
<u>Completed application forms</u> Name, address, phone, email (optional), date of birth, membership category, occupation (optional),	Kept in folder in office (locked and alarmed)	Board of Trustees	Office is locked and alarmed	Data kept until cancellation of membership or a request for removal is received.
<u>CCTV</u> Recorded film imaging is being taken to promote public safety and to assist in crime prevention.	Recording equipment is located in a secure area behind the bar	Manager and bar staff only	Bar area is restricted to staff only	All footage is deleted after 30 days unless there is an overriding reason to be retained. Footage will not be shared with outside agencies except in limited

				circumstances such as where it is necessary to make a disclosure to the police.
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