

## **KEFI CLUB DATA PROTECTION POLICY**

- 1.** The General Data Protection Regulation 2018 requires the Kefi Club (like all organisations) to control how personal data is used.
- 2.** We hold with your consent the following data:
  - a.** Contact details, i.e. name, address, email address and telephone number.
  - b.** The record of payment of the annual subscription
  - c.** A note of things you have said you will do for the club such as give a talk on some subject.
- 3.** We use your personal data for the following purposes: -
  - a.** To maintain our own accounts and records
  - b.** To inform you of events organised by the club and to send you our newsletter.
- 4.** The Kefi Club secretary holds your data and will change or delete it at your request. When you leave the club your data will be removed unless you ask for it to be retained so you can receive the newsletter or other information circulated to members.
- 5.** The Kefi Club treats your data in confidence but computer records are not encrypted. The secretary will not give your data to persons outside the club but may give your contact details to other club members with your prior consent.