



Club Guidelines for GDPR

- ◆ Familiarise yourself with the Club's Privacy Notice and GDPR Understanding the impact of GDPR and implications for our club document (available on www.sohamrhc.co.uk)
- ◆ Lock your PC when leaving unattended.
- ◆ Don't share or write down passwords for your computer, or our Club database.
- ◆ Don't leave personal data out in an accessible or public area.
- ◆ Dispose of confidential data by shredding it– never recycle it and never put it in a waste paper basket.
- ◆ Don't write anything in an email about a club member that you wouldn't want them to read.
- ◆ When sending emails to a group of people, email addresses should be entered in to blind copy (bcc).
- ◆ Do not give information about any club member to anyone, unless Committee approval has been sought.
- ◆ If a third party makes contact on behalf of a club member, make sure the data subject has provided "consent" for that third party person to act on their behalf (this includes external organisations).
- ◆ Do not underestimate the importance of data protection and its potential consequences.
- ◆ Respect others people's data in the same way that you would expect other people to respect yours – keep it secure at all times.
- ◆ Remember that a loss of data can lead to identity theft, fraud and money laundering offences, so take care.
- ◆ Contact a member of the Club Committee immediately for any of the following:
 - You become aware of a security incident or personal data breach
 - You receive a data protection complaint
 - You want some advice and assistance on a GDPR/data protection issue