



DENBIGH AND DISTRICT PROBUS CLUB

DATA PROTECTION POLICY (Reviewed and adopted 11 May 2026)

PURPOSE

The purpose of this policy is to ensure personal data held by Denbigh and District Probus Club (the “Club”) is protected and used fairly and lawfully to comply with the requirements of the General Data Protection Regulations 2018 (GDPA).

SCOPE

This policy applies to all personal data held by the Club both in electronic and paper format. Everyone who has access to the personal data of Denbigh and District Probus Club members will comply with this policy.

RESPONSIBILITIES

It is the responsibility of the Club committee or its designate to disseminate, maintain and review this policy. Reviews will be held annually prior to the AGM.

PROCEDURE

1. The Club is a not-for-profit organisation and personal data held will only be used for establishing and maintaining membership, and administering activities provided for the members. Therefore, the Club is exempt from registering with the Information Commissioner.
2. All requests for personal information will include the following statement: “The information/data is physically and electronically stored by Officers of the Club for use in conducting the business of the Club”.”
3. Personal data may be shared with members as part of the club’s ethos of encouraging social interaction.
4. Personal data can be held in electronic or paper format. The data held will be limited to name, address, telephone number email address, occupation, hobbies and partner. Where the partner/spouse’s name has been given to the Membership Officer, it is deemed that the partner/spouse has given consent to their data being used.
5. A member’s personal data will be retained for the duration of membership and will be deleted no later than twelve months after membership has expired – unless otherwise needed.

6. Membership lists are updated at least annually after membership renewal and will also be issued periodically as members leave or are recruited. At each issue or update members will be asked to confirm the accuracy of their personal data and provide updates where required. Members must notify the Membership Officer of changes to their personal data when they occur.
7. To prevent unauthorised access to personal data electronic records will only be stored on media that is password protected. In addition, where personal data is stored on a computer that computer must run up to date virus protection software.
8. Club Members and others in possession of data must not pass personal details to a third party.
9. When personal data needs to be shared outside The Club (e.g. organising visits) this will only be done by officers of the club, members having agreed to this in their declaration at the time of joining. Only data that is reasonably required will be provided.
10. Personal data will not be transferred to countries outside the United Kingdom. To ensure that this statement is fulfilled data will never be stored on a 'Cloud' and any digital backup will always be stored on a secured physical media, e.g. USB stick, external hard drive, etc.